L.I.N.K.S. for Marine Parents & Extended Family

Camp Pendleton

San Luis Rey MCFTB

Family Readiness

Center

Bldg. 1795

L.I.N.K.S.

(760) 725-2335



Welcome to L.I.N.K.S. for Marine Parents and Extended Family

Lifestyle
Insights,
Networking,
Knowledge,
Skills

"Your LINK to the Corps"



Camp Pendleton

L.I.N.K.S.

L.I.N.K.S. (Lifestyle Insights, Networking, Knowledge, and Skills) is an official Marine Corps program which helps families connect to the Corps.

The Marine Corps has expanded its definition of family, to include the family Marines were born into, sworn into, and married into. The L.I.N.K.S. program now offers multiple curricula to accommodate all aspects of a Marine's family:

- L.I.N.K.S. for Spouses
- L.I.N.K.S. for Marine Parents and Extended Family
- L.I.N.K.S. for Marines
- L.I.N.K.S. for Teens
- L.I.N.K.S. for School-Age Kids

L.I.N.K.S. for Marine Parents and Extended Family

L.I.N.K.S. for Marine parents and extended family members recognizes that for many of our Marines, their parents and extended family members play a major role in their lives, providing both support and advice. The content focuses on parents and the extended family new to the Marine Corps community. The program offers an orientation to the Marine Corps lifestyle, helping the participant better understand the unique challenges military life often presents. With an increased level of understanding comes an increased ability to provide support and advice as the parent or family member of a Marine. It is imperative to understand however, that family members who are non-ID card holders will be unable to utilize many of the services listed within this document. This Handbook has been provided for informational purposes and to educate families on the services the Marine Corps provides to their Marines.

Let's look at what the name L.I.N.K.S. means:

- **L Lifestyle** is a way of living and in this case it means understanding the military community and the unique lifestyle it offers.
- I Insights come from experienced families who relate their experiences of living the Marine Corps lifestyle, who understand first hand what you and your Marine are going through, and who want to help you understand and adapt to the new culture into which your Marine earned entry.
- **N Networking** represents the people you get to know during your journey in Marine Corps life.
- **K Knowledge** is what you will leave with and what will help you understand and navigate the Marine Corps culture.
- **S Skills** to help you and your Marine enjoy and thrive in our Marine Corps community.

Content Outline

Introduction

Introduces the L.I.N.K.S. concept and welcomes participants to the Marine Corps family.

The Corps

The United States Marine Corps - Outlines USMC structure and mission to include Navy personnel attached to USMC units. Provides historical insights and discusses traditions.

- National Defense Organization
- History of the USMC
- Marine Corps Oaths
- Marine Corps Recruiting Command
- USMC Installations
- Marine Air Ground Task Force (MAGTF)
- Marine Forces Structure
- Marine Expeditionary Force Structure
- USMC Rank Structure
- USMC Uniforms
- USMC Social Functions
- Common Terms Used in the Marine Corps
- How to Tell Military Time
- Marine Language Quiz
- Glossary of Traditional Marine Corps Language
- USMC Acronyms

The Maze

The Maze: Benefits and Services - An overview of benefits, privileges, and resources available to USMC families; including the location of these services and how to access their wealth of information. This section is provided for information only, as non-ID cardholders many parents and extended family members are unable to access many of these services.

- Local Map/Resources
- Commissary
- MCCS Programs and Services
- Other Quality of Life Programs and Services
- Casualty Procedures

Pay Day

Explain the differences between a civilian and a military paycheck, while introducing the Leave and Earning Statement (LES), including a general discussion on basic pay and allowances. Beneficial financial management tips are also presented.

- Leave and Earnings Statement (LES)
- Pay and Allowances and Deductions

Separation and Deployment

Discuss the inevitable separations Marine families experience and provide suggestions on how to successfully balance the additional responsibilities when your Marine is away.

- Corresponding with Your Marine's Leadership
- Deployment Emergency Contact Sheet
- Deployment Checklist
- Operational Security (OPSEC)
- Care Packages
- MotoMail
- Activities for Children
- Return, Reunion, and Re-Integration

Crossroads

Moving in the Military - Insights on the moving process; everything from the first packer's inspection to clearing quarters.

- Information Gathering-Who can help (RAP/Military OneSource/Sponsor)
- Money and Moves-Allowances and Entitlements
- Checklist for Moving
- Household Goods (HHG) Claims Information
- Words of Wisdom (WOW)

Staying Marine

There are many reasons why "Staying Marine" makes sense financially, emotionally and professionally. This section offers some of the more notable reasons to stay and provides a sample career progression for officers and enlisted alike.

- Example Career Progression Officer
- Example Career Progression Enlisted
- MOS Roadmaps Paths toward Promotion
- Military Occupational Specialties (MOS)
- "Stay Marine" Overview
- Stay Marine 11 Benefits
- Benefits at a Glance

Notes from Home....



THE

Honor ... Courage ... Commitment

Honor ... Courage ... Commitment



CORPS

 ${\bf Organization...Mission...Tradition}$

Honor ... Courage ... Commitment

Honor ... Courage ... Commitment

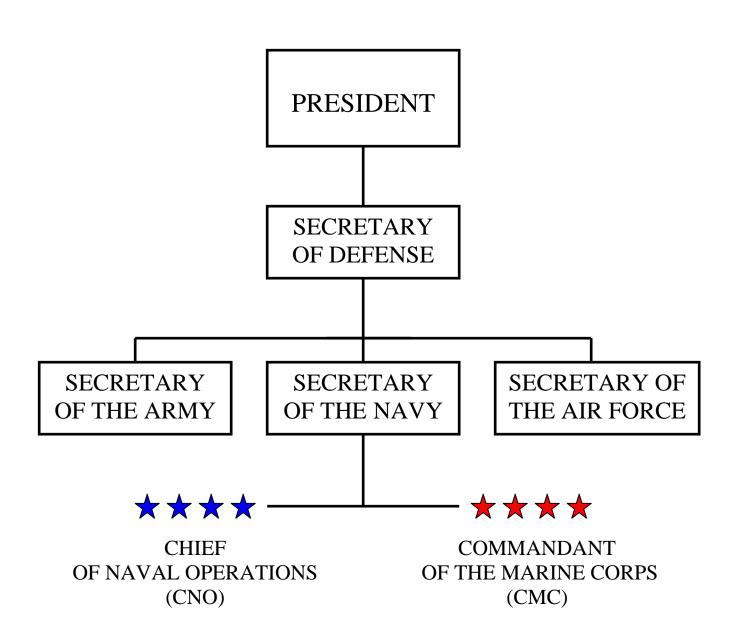
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National Defense Organization



National Defense Organization



Brief History of the United States Marine Corps

On November 10, 1775, the Second Continental Congress meeting in Philadelphia passed a <u>resolution</u> stating that "two Battalions of Marines be raised" for service as landing forces with the fleet. This resolution established the Continental Marines and marked the birth date of the United States Marine Corps. Serving on land and at sea, these first Marines distinguished themselves in a number of important operations, including their first amphibious raid into the Bahamas in March 1776, under the command of Captain (later Major) <u>Samuel Nicholas</u>. The first commissioned officer in the Continental Marines, Nicholas remained the senior Marine officer throughout the American Revolution and is considered to be the first Marine <u>Commandant</u>. The Treaty of Paris in April 1783 brought an end to the Revolutionary War and as the last of the Navy's ships were sold, the Continental Navy and Marines went out of existence.

Following the Revolutionary War and the formal re-establishment of the Marine Corps on 11 July 1798, Marines saw action in the quasi-war with France, landed in Santo Domingo, and took part in many operations against the Barbary pirates along the "Shores of Tripoli".



Marines took part in numerous naval operations during the War of 1812, as well as participating in the defense of Washington at Bladensburg, Maryland, and fought alongside Andrew Jackson in the defeat of the British at New Orleans.

The decades following the War of 1812 saw the Marines protecting American interests around the world, in the Caribbean, at the Falkland Islands, Sumatra, and off the coast of West Africa, and also close to home in operations against the Seminole Indians in Florida.

During the Mexican War (1846-1848), Marines seized enemy seaports on both the Gulf and Pacific coasts. A battalion of Marines joined General Winfield Scott's army at Pueblo and fought all the way to the "Halls of Montezuma," Mexico City. Marines also served ashore and afloat in the Civil War (1861-1865). Although most service was with the Navy, a battalion fought at Bull Run and other units saw action with the blockading squadrons at Cape Hatteras, New Orleans, Charleston, and Fort Fisher. The last third of the 19th century saw Marines making numerous landings throughout the world, especially in the Orient and in the Caribbean area.



Following the Spanish-American War (1898), in which Marines performed with valor in Cuba, Puerto Rico, Guam, and the Philippines, the Corps entered an era of expansion and professional development.



It saw active service in the Philippine Insurrection (1899-1902), the Boxer Rebellion in China (1900), and in numerous other nations, including Nicaragua, Panama, Cuba, Mexico, and Haiti.

In <u>World War I</u> the Marine Corps distinguished itself on the battlefields of France as the 4th Marine Brigade earned the title of "Devil Dogs" for heroic action during 1918 at Belleau Wood, Soissons, St. Michiel, Blanc Mont, and in the final Meuse-Argonne offensive.



Marine aviation, which dates from 1912, also played a part in the war effort, as Marine pilots flew day bomber missions over France and Belgium. More than 30,000 Marines served in France and more than a third were killed or wounded in six months of intense fighting.

During the two decades before World War II, the Marine Corps began to develop in earnest the doctrine, equipment, and organization needed for amphibious warfare. The success of this effort was proven first on Guadalcanal, then on Bougainville, Tarawa, New Britain, Kwajalein, Eniwetok, Saipan, Guam, Tinian, Peleliu, Iwo Jima, and Okinawa. By the end of the war in 1945, the Marine Corps had grown to include six divisions, five air wings, and supporting troops. Its strength in World War II peaked at 485,113. The war cost the Marines nearly 87,000 dead and wounded, and 82 Marines had earned the Medal of Honor.



While Marine units took part in the post-war occupation of Japan and North China, studies were undertaken at Quantico, Virginia, which concentrated on attaining a "vertical envelopment" capability for the Corps through the use of helicopters.



Landing at Inchon, Korea in September 1950, Marines proved that the doctrine of amphibious assault was still viable and necessary. After the recapture of Seoul, the Marines advanced to the Chosin Reservoir only to see the Chinese Communists enter the war. After years of offensives, counter-offensives, seemingly endless trench warfare, and occupation duty, the last Marine ground troops were withdrawn in March 1955. More than 25,000 Marines were killed or wounded during the Korean War.

In July 1958, a brigade-size force landed in Lebanon to restore order. During the Cuban Missile Crisis in October 1962, a large amphibious force was marshaled but not landed. In April 1965, a brigade of Marines landed in the Dominican Republic to protect Americans and evacuate those who wished to leave.

The landing of the 9th Marine Expeditionary Brigade at Da Nang in 1965 marked the beginning of large-scale Marine involvement in Vietnam. By summer 1968, after the enemy's Tet Offensive, Marine Corps strength in Vietnam rose to a peak of approximately 85,000. The Marine withdrawal began in 1969 as the South Vietnamese began to assume a larger role in the fighting; the last Marine ground forces were out of Vietnam by June 1971.



The Vietnam War, longest in the history of the Marine Corps, exacted a high cost as well with over 13,000 Marines killed and more than 88,000 wounded. In the spring of 1975, Marines evacuated embassy staffs, American citizens, and refugees in Phnom Penh, Cambodia, and Saigon, Republic of Vietnam. In May, Marines played an integral role in the rescue of the crew of the SS Mayaguez captured off the coast of Cambodia.

The mid-1970s saw the Marine Corps assume an increasingly significant role in defending NATO's northern flank as amphibious units of the 2d Marine Division participated in exercises throughout northern Europe. The Marine Corps also played a key role in the development of the Rapid Deployment Force, a multi-service organization created to insure a flexible, timely military response around the world when needed. The Maritime Pre-positioning Ships (MPS) concept was developed to enhance this capability by pre-staging

equipment needed for combat in the vicinity of the designated area of operations, and reduce response time as Marines travel by air to link up with MPS assets.

The 1980s brought an increasing number of terrorist attacks on U.S. embassies around the world. Marine Security Guards, under the direction of the State Department, continued to serve with distinction in the face of this challenge. In August 1982, Marine units landed at Beirut, Lebanon, as part of the multi-national peace-keeping force. For the next 19 months these units faced the hazards of their mission with courage and professionalism. In October 1983, Marines took part in the highly successful, short-notice intervention in Grenada. As the decade of the 1980s came to a close, Marines were summoned to respond to instability in Central America. Operation Just Cause was launched in Panama in December 1989 to protect American lives and restore the democratic process in that nation.

Less than a year later, in August 1990, the Iraqi invasion of Kuwait set in motion events that would lead to the largest movement of Marine Corps forces since World War II. Between August 1990 and January 1991, some 24 infantry battalions, 40 squadrons, and more than 92,000 Marines deployed to the Persian Gulf as part of Operation Desert Shield/Operation Desert Storm was launched 16 January 1991, the day the air campaign began.



The main attack came overland beginning 24 February when the 1st and 2d Marine Divisions breached the Iraqi defense lines and stormed into occupied Kuwait. By the morning of February 28, 100 hours after the ground war began, almost the entire Iraqi Army in the Kuwaiti theater of operations had been encircled, with 4,000 tanks destroyed and 42 divisions destroyed or rendered ineffective.

Overshadowed by the events in the Persian Gulf during 1990-91, were a number of other significant Marine deployments demonstrating the Corps' flexible and rapid response. Included among these were non-combatant evacuation operations in Liberia and Somalia and humanitarian lifesaving operations in Bangladesh, the Philippines, and northern Iraq.

In December 1992, Marines landed in Somalia marking the beginning of a two-year humanitarian relief operation in that famine-stricken and strifetorn nation. In another part of the world, Marine Corps aircraft supported Operation Deny Flight in the no-fly zone over Bosnia-Herzegovina. During April 1994, Marines once again demonstrated their ability to protect American citizens in remote parts of the world when a Marine task force evacuated U.S. citizens from Rwanda in response to civil unrest in that country.



Closer to home, Marines went ashore in September 1994 in Haiti as part of the U.S. force participating in the restoration of democracy in that country. During this same period Marines were actively engaged in providing assistance to the Nation's counter-drug effort, assisting in battling wild fires in the western United States, and aiding in flood and hurricane relief operations.

The Marine Corps continued its tradition of innovation to meet the challenges of a new century. The Marine Corps Warfighting Laboratory was created in 1995 to evaluate change, assess the impact of new technologies on warfighting, and expedite the introduction of new capabilities into the operating forces of the Marine Corps. Exercises such as "Hunter Warrior," and "Urban Warrior" were designed to explore future tactical concepts, and to examine facets of military operations in urban environments.

During the late 1990's, Marine Corps units deployed to several African nations, including Liberia, the Central African Republic, Zaire, and Eritrea, in order to provide security and assist in the evacuation of American citizens during periods of political and civil instability in those nations.



Humanitarian and disaster relief operations were also conducted by Marines during 1998 in Kenya, and in the Central American nations of Honduras, Nicaragua, El Salvador, and Guatemala. In 1999, Marine units deployed to Kosovo in support of Operation Allied Force. Soon after the September 2001 terrorist attacks on New York City and Washington, D.C., Marine units deployed to the Arabian Sea and in November set up a forward operating base in southern Afghanistan as part of Operation Enduring Freedom.

In 2002, the Marine Corps continued to play a key role in the Global War on Terrorism. Marines operated in diverse locations, from Afghanistan, to the Arabian Gulf, to the Horn of Africa and the Philippines. Early 2003 saw the largest deployment of Marine forces since the Persian Gulf War of 1990-91 when 76,000 Marines deployed to the Central Command area for combat operations against Iraq.



The I Marine Expeditionary Force, including Task Force Tarawa and the United Kingdom's 1st Armored Division, were the first conventional ground units to enter Iraq in late March as part of Operation Iraqi Freedom. Fixed-wing and helicopter aircraft from the 3d Marine Air Wing provided continuous close air and assault support to Marine and coalition units as they drove deeper into Iraq. On the ground, Marines from I MEF moved nearly 400 miles from the Kuwait border to Baghdad and Tikrit, Iraq, and eliminated the last organized resistance by Iraqi military forces. Although I MEF would transition to stabilization and security operations and then redeploy to the U.S. by late September, I MEF began preparing for a return to Iraq in early 2004.

The adaptability and reliability of Marine forces continued to be highlighted around the world from the Horn of Africa to Haiti and to the Philippines.

Across the U.S., Marine units from both coasts fought and contained wildfires, and also supported hurricane relief efforts in various parts of the country. In December, 2004, a tsunami struck numerous nations in the Indian Ocean region killing more than 150,000 and causing enormous devastation. Marine units from III MEF were immediately deployed to Thailand, Indonesia, and Sri Lanka to assist in disaster relief operations.





In early 2005, the II Marine Expeditionary Force replaced I MEF in Iraq as the primary focus began to shift to partnership operations with the Iraqi Security Forces. Marine units continued to provide air and ground support to Operation Enduring Freedom in Afghanistan. Closer to home, the flexibility and responsiveness of the Navy/Marine team was exhibited during September and October when nearly 3000 Marines and sailors conducted search and rescue, humanitarian relief, and disaster recovery operations in Louisiana and Mississippi in the aftermath of hurricanes Katrina and Rita.

Today's Marine Corps stands ready to continue in the proud tradition of those who so valiantly fought and died at Belleau Wood, Iwo Jima, the Chosin Reservoir, and Khe Sanh. Combining a long and proud heritage of faithful service to the nation, with the resolve to face tomorrow's challenges will continue to keep the Marine Corps the "best of the best."

Reference Branch History Division July 2006



Marine Corps Oath for E-1 thru E-9

Marine Corps Oath for W-1 thru O-10

Marine Corps Recruiting Command (MCRC)

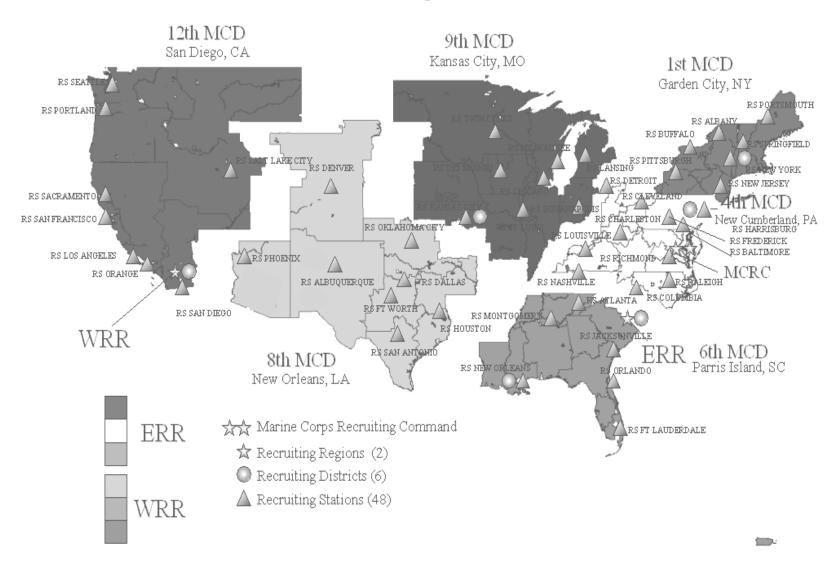
The Marine Corps Recruiting Command (MCRC) conducts operations to recruit qualified individuals for enlistment or commissioning into the United States Marine Corps and Marine Corps Reserves.

MCRC is divided into two regions, the Eastern Recruiting Region (ERR) and the Western Recruiting Region (WRR). Within these two regions fall six Marine Corps Recruiting Districts (MCDs).

	Recruiting Regions		
	ERR	WRR	
Marine Corps Recruiting Districts	1 st MCD	8 th MCD	
	4 th MCD	9 th MCD	
	6 th MCD	12 th MCD	

Within the six Recruiting Districts, there are forty-eight Recruiting Stations. A detailed map of location for each region, district, and station is supplied on the following page. Further information regarding Marine Corps Recruiting Command may be accessed through https://www.mcrc.usmc.mil

Marine Corps Recruiting Command "Area of Operations"



Marine Corps Base Camp Butler – Okinawa, Japan Marine Corps Base Camp Lejeune – Jacksonville, NC Marine Corps Base Camp Pendleton – Oceanside, CA Marine Corps Base Hawaii –Kaneohe, HI Marine Corps Base Quantico – Quantico, VA Marine Corps Bases Japan MAGTF Training Command 29 Palms – 29 Palms, CA Marine Corps Logistics Base Albany – Albany, GA Marine Corps Logistics Base Barstow – Barstow, CA Marine Corps Air Station Beaufort – Beaufort, SC
Marine Corps Air Station Cherry Point – Havelock, NC
Marine Corps Air Station Futenma – Okinawa, Japan
Marine Corps Air Station Iwakuni – Japan
Marine Corps Air Station Miramar – San Diego, CA
Marine Corps Air Station New River – Jacksonville, NC
Marine Corps Air Station Yuma – Yuma, AZ
Marine Corps Recruit Depot Parris Island - Beaufort, SC
Marine Corps Recruit Depot San Diego – San Diego, CA



Marine Air/Ground Task Force (MAGTF)

The mission will determine which MAGTF responds

SPMAGTF

Special Purpose MAGTF

Organized to accomplish special missions such as humanitarian assistance, disaster relief, peacekeeping activities, or regional exercises.

Manning and sustainability as required by mission

Rapid deployment capability by air or sea

Response time varies

MEU (SOC)

Marine Expeditionary Unit (Special Operations Capable)

Organized to provide a forward deployed presence to promote peace and stability and are designed to be the Marine Corps' first-on-the-scene force.

1,500 - 3,000 Marines

- ~ Battalion Landing Team
- ~ Composite Helicopter Squadron
- ~ Combat Logistics Battalion (CLB)

6 hr response time

MEB

Marine Expeditionary Brigade

Organized to respond to a full range of crises, from forcible entry to humanitarian assistance.

3,000 - 20,000

- ~Regimental Landing Team
- ~ Marine Air Group (MAG)
- ~ Combat Logistics Regiment (CLR)

5 - 14 day response time

MEF

Marine Expeditionary Force

Organized to fight and win in conflicts up to, and including, a major war.
Principle Warfighting
Organization

20,000 - 90,000

~Marine Division(s)

~Marine Aircraft Wing(s) (MAW)

~Marine Logistics Group (s) (MLG)

Can incorporate joint /combined elements

30 - 45 day response time

Four core elements of a MAGTF

anchored by the Bases & Stations

Command Element (CE): The CE contains the MAGTF headquarters and other units that provide intelligence, communications, and administrative support.



Ground Combat Element (GCE): The GCE includes infantry, artillery, reconnaissance, armor, light armor, assault amphibian, engineer, and other forces, as needed.





All USMC Bases and Stations



Aviation Combat Element

(ACE): The ACE conducts offensive and defensive air operations. This element is formed around an aviation headquarters with appropriate air-control agencies, combat, combat support, and combat service support units.



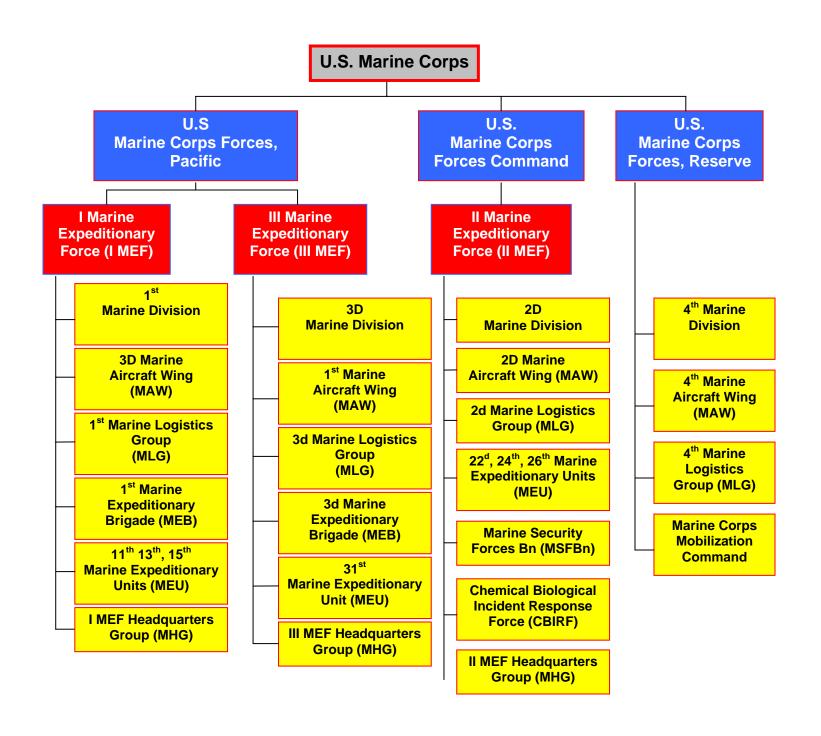


Combat Service Support Element

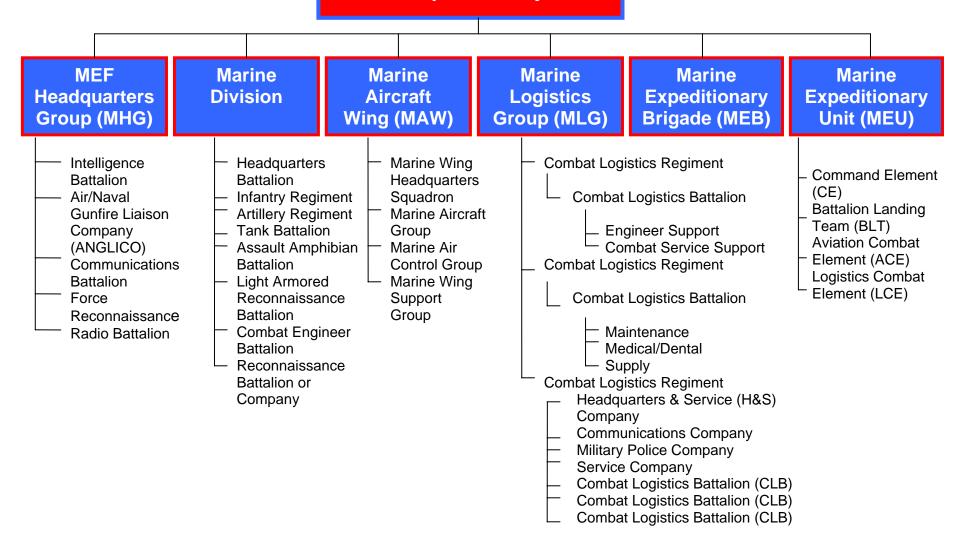
(CSSE): The CSSE provides the full range of combat service support functions from one or more Marine Logistics Groups (MLGs), and provides capabilities necessary to maintain the continued readiness and sustainability of the MAGTF as a whole.







Marine Expeditionary Force



Locations: I Marine Expeditionary Force (I MEF) - West Coast, US
II Marine Expeditionary Force (II MEF) - East Coast, US
III Marine Expeditionary Force (III MEF) - Japan

Private E-1	None	Warrant Officer	
Private First Class E-2		WO Chief Warrant Officer-2	•
Lance Corporal E-3		CWO2 Chief Warrant	_
Corporal E-4		Officer-3 CWO3	
Sergeant E-5		Chief Warrant Officer-4 CWO4	
Staff Sergeant E-6		Chief Warrant Officer-5 CWO5	1
Gunnery Sergeant		Second Lieutenant O-1	
E-7 Master Sergeant E-8		First Lieutenant O-2	
		Captain O-3	
First Sergeant E-8		Major O-4	
		Lieutenant Colonel O-5	
Master Gunnery Sergeant E-9		Colonel O-6	
		Brigadier General O-7	
Sergeant Major E-9		Major General O-8	
Sergeant Major of the Marine Corps E-9		Lieutenant General O-9	
		General O-10	

Uniform Information and Pictorial

Miscellaneous Uniform Information:

Corfam or Corfram

Combat Boots

High gloss black shoes
Tan suede combat boots

Blousing Band Elastic band used to tuck cammie trouser legs -

"Boot Bands"

Chevrons Rank insignia worn on sleeves and collars by

enlisted

Hashmarks Service stripe(s) worn by enlisted just above the cuff of Alpha and dress uniforms; each

stripe designates four years of service

Barracks Cover Green or white round hat with black visor **Identification tags** Metal tags that have each Marine's personal

identification information on them.

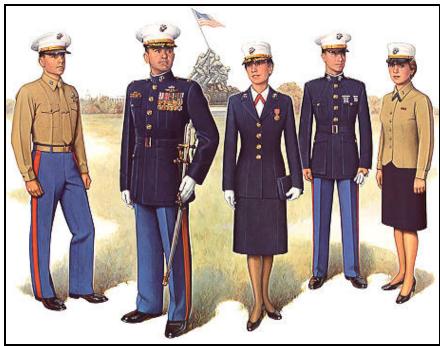
They are worn on a chain around a Marine's

neck. - "Dog Tags"

Anodized Brass Finished brass that does not need polishing.

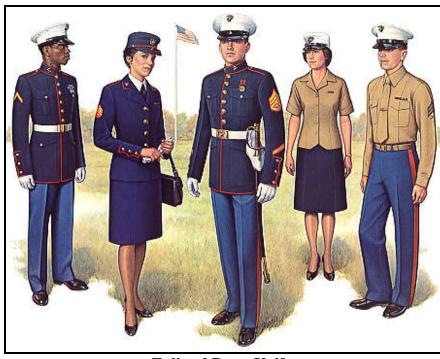
For more information regarding initial clothing allowances issued to Marines, refer to http://www.hqmc.usmc.mil and search MCBUL 10120.

Marine Corps Uniform Pictorial



Officer Dress Uniforms

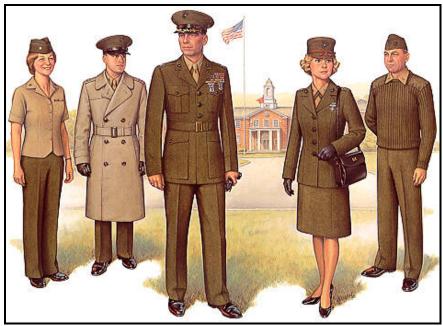
- From Left to Right:
- 1. Blue Dress "C", commonly called "Dress Blue Charlies"
- 2. Blue Dress "A", commonly called "Dress Blue Alphas" (with medals)
- 3. Female Blue Dress "A" with skirt
- 4. Blue Dress "B", commonly called "Dress Blue Bravos" (with ribbons and badges)
- 5. Female Blue Dress "C" with skirt



Enlisted Dress Uniforms

From Left to Right:

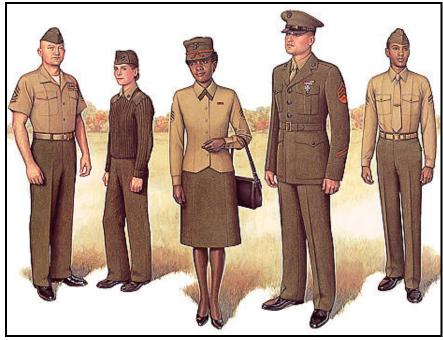
- 1. Blue Dress "B", commonly called "Dress Blue Bravos" (with ribbons and badges)
- 2. Female Blue Dress "B" with skirt
- 3. Blue Dress "A", commonly called "Dress Blue Alphas" (with medals)
- 4. Female Blue Dress "D", commonly called "Dress Blue Deltas", with skirt
- 5. Blue Dress "C", commonly called "Dress Blue Charlies"



Officer Service Uniforms

From Left to Right:

- 1. Female Service "C", commonly called "Charlies", with trousers
- 2. Service "B", commonly called "Bravos", with allweather coat
- 3. Service "A", commonly called "Alphas"
- 4. Female Service "A", with skirt
- 5. Service Uniform with Service Sweater (epaulettes not pictured)



Enlisted Service Uniforms

From Left to Right:

- 1. Service "C", commonly called "Charlies"
- 2. Female Service Uniform with Service Sweater (epaulettes not pictured), with trousers
- 3. Female Service "B", commonly called "Bravos", with skirt
- 4. Service "A", commonly called "Alphas"
- 5. Service "B", commonly called "Bravos"



Combat Utility Uniform

From Left to Right:

- 1. Desert Combat Utility Uniform, commonly called "Desert Cammies", with sleev up
- 2. Desert Combat Utility Unit with combat equipment
- 3. Woodland Combat Utility Uniform, commonly called "Green Cammies", with comb equipment
- 4 . Woodland Combat Utility Uniform with combat equipme
- 5. Woodland Combat Utility Uniform with sleeves down

Historical Significance of Marine Corps Uniform Items

Marine Corps Emblem

- (1) The basic design of the emblem was officially adopted in 1868. It is a symbolic representation which Americans, both civilian and military, immediately identify as "Marines." Prior to 1868, the Marines wore various emblems based mainly on the spread eagle and fouled anchor. In 1868, the seventh Commandant, General Zeilin, decided on a single, distinctive emblem centered around the globe.
- (2) The emblem represents what we stand for, our past, and our future. There are three basic components of the Marine Corps emblem, The Eagle, Globe, and Anchor:
- (a) Anchor. The first part of the emblem is the anchor. It is not just a plain anchor but a "fouled" anchor. The anchor emphasizes the close ties of the Marine Corps with the U.S. Navy.
- (b) Globe. Emphasizing the close ties between the U.S. Marine Corps and the British Royal Marines, the idea of a globe as part of the emblem was borrowed from the emblem of the Royal Marines. However, the Royal Marines' emblem shows the Eastern Hemisphere, whereas the U.S. Marine Corps' emblem shows the Western Hemisphere. This was only natural since the United States is located in the Western Hemisphere and many of the early Marine combat operations and noncombatant duties were in the Western Hemisphere. Today, of course, the globe can also symbolize the "global" Marine Corps commitments and responsibilities which have evolved in the 20th century.
- (c) Eagle. The third part of the emblem is the eagle. The eagle is the national symbol of the United States, and is the one part of the emblem which readily identifies the Marine Corps with the United States. The eagle proudly carries a streamer in its beak which bears the motto of the Corps, "Semper Fidelis."

The scarlet trouser stripe

A red stripe first appeared on uniform trousers in 1798, and reappeared in 1840 and 1859, partly as a result of the military fashions of the day. The popular story, which cannot be supported by fact, is that the red stripe commemorates the blood shed by Marines in the Battle of Chapultepec in 1846.

The quatrefoil

The quatrefoil is an interwoven braid in the shape of a cross of figure eights found on top of the Marine officer's barracks covers. Officially, the quatrefoil first became an authorized part of the uniform in 1859. The quatrefoil was the fashionable military style of the era. Popular belief tells us that the quatrefoil was worn on the caps of Marines fighting on the decks of ships in order that they might be easily recognized by the Marine sharpshooters located above in the ship's rigging.

Mameluke sword

Until the invention of gunpowder, the sword was once one of the primary combat weapons used by the military. The association of the Marine Corps with the Mameluke sword began in the early 19th century. The "Mamelukes" were an elite Muslim military force from Eastern and Northern Africa. They used a sword that had a gold hilt, ivory handle, and a curved blade. Tradition states that in recognition of Lieutenant Presley O'Bannon's heroic actions in the Tripoli expedition, Prince Hamet Bey presented him a Mameluke sword.

The NCO sword

Noncommissioned officers (NCOs) of the Marine Corps are the only NCOs in any branch of the regular United States Armed Forces who still have the privilege of carrying what is considered to be a commissioned officer's weapon. The Marine NCO sword rates as one of the oldest U. S. weapons still in use (second only to the Mameluke sword). While limited by regulation to "when in charge of troops on ceremonial occasions," the sword is part of our intangible *esprit de corps*.

Field hat

This was the rugged, picturesque, expeditionary headgear of the Corps from 1898 until 1942 and became a universal favorite. As a result, although the hat became outmoded during World War II, General Cates, the 19th Commandant, authorized its use on the rifle range in 1948 and took steps to issue field hats to all medalist shooters in the Marine Corps matches. Subsequently, in 1956, General Pate, the 21st Commandant, directed that field hats be worn by all recruit drill instructors, and the hat has become a symbol of Marine Corps recruit training.

Source: Marine Corps Reference Publication (MCRP) 6-11B (with Change 1), Marine Corps Values: A User's Guide for Discussion Leaders

USMC Social Functions

Marine Corps Birthday Ball

Spouses (and usually other guests) are included in this formal event that includes the birthday ceremony and cake cutting. Dinner and dancing may also be a part of the evening.

Dining In

Another formal event that spouses (and sometimes other guests) may attend. This is a very structured dinner where the "President of the Mess" enforces the rules. It can be a fun evening filled with many toasts and many fines paid to "Mr. Vice" when someone breaks a rule. It really is a great experience and the fines usually go to a local charity. So, take a few extra dollars!

Mess Night

For Marines only, this is an evening to promote social camaraderie. It has a cocktail hour, dinner, and toasts.

Bosses' Night

Marines only. Marines get together with their peers and senior Marines for a rare social evening. It is a time to get to know your Marine boss outside of the office.

Wetting Down

A promotion party that can be hosted at home or at the club. Spouses (and sometimes family members) can be invited for this celebration. Sometimes the Marine promoted is 'wet down' with the liquid of his choice.

Hail and Farewell

A get-together to say, "fair winds and following seas" (good-bye) to those leaving the military unit, and a "welcome aboard" (hello) to those joining the unit. Spouses (and other guests) are typically invited.

Parades

Parades are a major part of Marine Corps life. Parades honor an individual or specific event. There are formal written invitations sent out, but that doesn't limit the audience. Anyone may attend a parade. There is always open seating in the bleachers. It is a wonderful experience to come out and watch your Marine "drill" (march). Please dress appropriately. Very casual dress such as shorts or jeans would not be appropriate. This is an official military function and should be given the respect it deserves. Remain in place until the narrator indicates that the parade has concluded. This happens after the last Marine has "passed in review" and the reviewing officers break ranks (shake hands and walk away.) If you aren't sure when to stand and when to sit, follow the crowd and you'll be fine. No one is perfect, and all of us have experienced awkward moments.

Common Terms Used in the Marine Corps

"Devil Dogs"

In the Belleau Wood fighting in 1918, the Germans received a thorough indoctrination into the fighting ability of Marines. Fighting through supposedly impenetrable woods and capturing supposedly untakeable terrain, the men of the 4th Marine Brigade struck terror in the hearts of the Germans, who referred to Marines as the Teufelhunden, meaning "fierce fighting dogs of legendary origin" or as popularly translated, "Devil Dogs."

"First to Fight"

Marines have been in the forefront of every American war since the founding of the Corps. They entered the Revolution in 1775, even before the Declaration of Independence was signed! Marines have carried out more than 300 landings on foreign shores. They have served everywhere, from the Arctic to tropics; their record for readiness reflects pride, responsibility, and challenge.

"Leatherneck"

This nickname goes back to the leather stock or neckpiece, which was part of the Marine Corps uniform from 1775 to 1875. The leather collar was designed to protect the jugular vein from saber slashes. It also insured that Marines kept their heads erect and maintained military bearing. Although no longer used, it is commemorated by the standing collar on the dress blue uniform.

"Retreat, Hell! We just got here!"

Fighting spirit and determination against heavy odds is a sound tradition in the Marine Corps. Nowhere is there a more graphic illustration than an incident which occurred in World War I. Legendary or true, it personifies the aggressive attitude of Marines. The occasion was the third great German breakthrough of 1918, when the 4th Marine Brigade and its parent 2d Infantry Division were thrown in to help stem the tide in the Belleau Wood sector. The 2d Battalion, 5th Marines had just arrived at its position when an automobile skidded to a stop and a French officer dashed out and approached the commanding officer. He explained that a general retreat was in progress and that orders were for the Marines to withdraw. The Marine officer exclaimed in amazement, "Retreat Hell! We just got here!" The Marines proceeded to prove their point. The battalion deployed and took up firing positions. As the Germans approached, they came under rifle fire which was accurate at ranges beyond their comprehension. Not in vain had the Marine Corps long stressed in its training the sound principles of marksmanship. The deadly fire took the heart out of the German troops, and the attack was stopped.

"Semper Fidelis" (Semper Fi) - The Marine Corps Motto

That Marines have lived up to their motto, *Semper Fidelis* (always faithful), is proven by the fact that there has never been a mutiny among U.S. Marines. This motto was adopted about 1883. Before that, there had been three mottoes, all traditional rather than official. The first, *Fortitudine* (with fortitude), appeared about 1812. The second, *By Sea and by Land*, was obviously a translation of the Royal Marines' *Per Mare, Per Terrem*. Until 1848, the third motto was "To the Shores of Tripoli," in commemoration of O'Bannon's

capture of Derne in 1805. In 1848, after the return to Washington of the Marine battalion which took part in the capture of Mexico City, this motto was revised to "From the Halls of Montezuma to the Shores of Tripoli." The current Marine Corps motto is shared with England's Devonshire Regiment.

"The President's Own"

Established by an act of Congress in July 1798 (more than a century before the bands of the other three services), the Marine Band has performed at White House functions for every president except George Washington. Thomas Jefferson was especially fond of the band. Because of its traditional privilege of performing at the White House, the band is spoken of as "the President's Own."

"Uncommon valor was a common virtue"

Refers to the victories in World War II, especially at Iwo Jima, the largest all-Marine battle in history. Admiral Nimitz's ringing characterization of Marines fighting on Iwo Jima was applied to the entire Marine Corps in World War II: "Uncommon valor was a common virtue."

Source: Marine Corps Reference Publication (MCRP) 6-11B (with Change 1), Marine Corps Values: A User's Guide for Discussion Leaders

How to Tell "Military Time"

Military time uses a 24-hour clock, instead of the 12-hour clock to which we are accustomed. Military time numbers the 24 hours of the day from 1 to 24, rather than repeating the cycle of 12 hours twice. In several countries, time is also kept on this 24-hour cycle.

So, instead of saying 1 am, Marines say 0100 (pronounced zero one hundred), then 0200, 0300, and finally 1200 for 12 noon. Then for 1 pm, they keep going and say 1300 (pronounced thirteen hundred). Never pronounce the hours in thousands. (Ex. 1500) You should pronounce 1-5-0-0 as fifteen hundred instead of one thousand five hundred. Sometimes instead of saying "zero two hundred hours," people say "oh two hundred hours," which is technically incorrect because "O" is a letter.

STANDARD	24-HOUR	STANDARD	24-HOUR
12 MIDNIGHT	2400 or 0000	12 NOON	1200
12:01 AM	0001	12:01 PM	1201
12:15 AM	0015	12:15 PM	1215
12:30 AM	0030	12:30 PM	1230
12:45 AM	0045	12:45 PM	1245
1 AM	0100	1 PM	1300
2 AM	0200	2 PM	1400
3 AM	0300	3 PM	1500
4 AM	0400	4 PM	1600
5 AM	0500	5 PM	1700
6 AM	0600	6 PM	1800
7 AM	0700	7 PM	1900
8 AM	0800	8 PM	2000
9 AM	0900	9 PM	2100
10 AM	1000	10 PM	2200
11 AM	1100	11 PM	2300



Marine Language can present quite a challenge to the newcomer. Here are some of the more common terms you may encounter.

- 1. Allotment
- 2. Service Alpha Uniform
- 3. Barracks
- 4. Blouse
- 5. Boot
- 7. Chain of Command
- 9. Chevrons
- 10. Colors
- 11. Commissary
- 12. Company
- 13. Cover
- 14. Deployment
- 15. Esprit De Corps
- 16. Field Day
- 17. Head
- 18. Hump
- 19. Leave
- 20. O-Dark Thirty
- 21. Police
- 22. Quarters
- 23. S-1
- 24. Skivvies
- 25. Sponsor
- 26. Wooly-Pully

- A. Grocery store for military and family members
- Field March В.
- C. Government housing for married Marines
- 6. Service Bravo Uniform D. When a Marine departs for an extended amount of time
- 8. Service Charlie Uniform E. Military member responsible for the family members
 - F. Restroom
 - G. Very early in the morning
 - H. Uniform jacket; or to fold under the bottom of the trouser legs
 - I. Short-sleeved shirt with trousers
 - J. Clean up an area
 - K. Approved time away from duty
 - L. Green wool or poly/wooljacket and trousers
 - M. Admistration section of a unit
 - N. Green wool sweater
 - O. National and unit flags
 - P. Several platoons within a battalion
 - Q. Long-sleeved khaki shirt with tie and trousers
 - R. Newly promoted or new to the Marine Corps
 - S. Spirit of strong regard for the honor of the group
 - Building where Marines live
 - Cleaning of the barracks/workspace V. Rank insignia worn on sleeves
 - and collars of enlisted Marines
 - W. Organization within a unit (who works for whom)
 - X. Hat
 - Y. Underwear
 - Pay Marine designates to a bank or individual

ANSWER KEY:

1. Z 2. L 3. T 4. H 5. R 6. Q 7. W 8. I 9. V 10. O 11. A 12. P 13. X 14. D 15. S 16. U 17. F 18. B 19. K 20. G 21. J 22. C 23. M 24. Y 25. E 26. N

GLOSSARY OF TRADITIONAL MARINE CORPS LANGUAGE

ADRIFT Loose from towline or moorings; scattered about; not in proper stowage.

AFT Referring to or toward the stern (rear) of a vessel.

ALL HANDS All members of a command.

ASHORE Any place outside of a naval or Marine Corps reservation.

AS YOU WERE Resume former activity.

AWEIGH Said of the anchor. As soon as the anchor has broken away from and is no longer fastened to the bottom.

AYE, AYE, SIR Required official acknowledgement of an order meaning I have received.

understand, and will carry out the order or instruction.

BELAY To make fast or to secure, as in "belay the line," to cancel or to disregard a statement just made.

BELOW Downstairs; lower deck.

BREAKOUT Take out of stock or storage.

BRIG A place of confinement; a prison.

BROWN BAGGER A married Marine.

BOW The front portion of a ship.

BRIDGE The portion of a ship's structure from which it is controlled when underway.

BROW A portable walkway from the pier or jetty to the ship's quarterdeck.

BUTTKIT An ashtray.

C.P. Command Post in the field.

CARRY ON The order to resume previous activity.

CHIT A receipt or authorization; a piece of paper.

FANTAIL The main deck of a ship at the stern.

FIELD DAY Barracks cleanup.

FIELD SCARF Regulation Marine Corps uniform neck tie.

FORECASTLE The upperdeck at the bow on which the ground tackle is located.

GALLEY Shipboard kitchen; kitchen of a mess hall; mobile field mess.

GANGWAY An opening in the rail giving access to the ship. A command announcement to stand aside to let someone through.

GATOR An amphibious ship; one who serves in the amphibious Navy.

GEEDUNK The place (aboard ship) where candy, ice cream, soda, and smokes can be purchased.

HATCH Door or doorway.

HEAD Latrine or toilet.

LADDER Stairs.

LIBERTY Absence from the ship or command for less than 96 hours for purposes of rest and recreation which is not charged as leave.

OVERHEAD Ceiling.

PASSAGEWAY A hallway.

PETTY OFFICER A Navy Noncommissioned Officer.

POLICE To straighten or to tidy up.

PORT Left.

QUARTERDECK The ceremonial location on board ship when the ship is moored or at anchor (it is located close to the brow or accommodation ladder and is the watch station for the Officer of the Deck).

RATE A sailor's occupational specialty.

SCUTTLEBUTT Gossip or unfounded rumor; also a drinking fountain.

SEABAG The bag used to stow personal gear.

SECURE Stop; finish; end; make fast; put away in storage.

SHIPPING OVER Reenlisting.

SICK BAY Hospital or dispensary.

SKIPPER Commanding Officer.

SKYLARK Goof-off; to loiter.

SMOKING LAMP When smoking lamp is lit, smoking is authorized.

SQUARE AWAY To straighten, make ship-shape, or to get settled. Inform or admonish someone in an abrupt manner.

STARBOARD Right.

STERN The blunt end (rear) of a ship.

SWAB A mop.

TOPSIDE Upstairs; upper deck.

TURN TO Begin work; get started.

WARDROOM On board ship, the officer's living room and dining area; also used to signify all of the officers serving on the ship.

Source: Marine Corps Reference Publication (MCRP) 6-11B (with Change 1), *Marine Corps Values: A User's Guide for Discussion Leaders*

Marine Corps Acronyms

AAAVAdvanced Amphibious Assault Vehicle
ACEAviation Combat Element
ACMCAssistant Commandant of the Marine Corps
ACActive Component
ADActive Duty
ADSWActive Duty for Special Work
APFAppropriated Funds
ARActive Reserve
ARCAmerican Red Cross
ASAPAs Soon As Possible
ATFPAnti-Terrorism/Force Protection
BAHBasic Allowance for Housing
BASBasic Allowance for Subsistence
BEQBachelor Enlisted Quarters
BLTBattalion Landing Team
BNBattalion
BODBoard of Directors
BOQBachelor Officer Quarters
BUMEDBureau of Medicine and Surgery
C4ICommand, Control, Communication, Computer
Intelligence
CACConsolidated Administration Center
(ConAd)
CACOCasualty Assistance Calls Officer
CACPCasualty Assistance Calls Program
CAXCombined Arms Exercise
CCUSChildcare in a Unit Setting
CDCChild Development Center
CECommand Element
CGCommanding General
CMAClothing Maintenance Allowance
CMCCommandant of the Marine Corps
CNOChief of Naval Operations
COCommanding Officer
COLACost of Living Allowance
COMRATSCommuted Rations
CONUSContinental United States
CREDOChaplains Religious Enrichment
Development Operation
CSSECombat Service Support Element
CWOChief Warrant Officer
DECADefense Commissary Agency
DEERSDefense Enrollment Eligibility Reporting
System
DETDetachment (of a larger organization)
DIDrill Instructor

DITY MOVEDo It Yourself Move
DIVDivision
DLADislocation Allowance
DoDDepartment of Defense
DODEADepartment of Defense Education Activity
(Base Schools)
DONDepartment of the Navy
DPACDivision Personnel Administrative Center
DSNDefense Switching Network (the military
phone system)
DVADepartment of Veterans Affairs
EAOSEnd of Active Obligated Service
EASExpiration of Active Service
ECCExpiration of Current Contract
EFMPExceptional Family Member Program
ETAEstimated Time of Arrival
ETDEstimated Time of Departure
EWCEnlisted Wives' Club
EWSExpeditionary Warfare School (formerly
AWS)
FAPFamily Advocacy Program or Fleet
Assistance Program
FCCFamily Childcare
FMEAPFamily Member Employment Assistance
Program
FMFFleet Marine Force ("The Fleet")
FRCFamily Readiness Committee
FROFamily Readiness Officer
FSAFamily Separation Allowance
FTEFull Time Employee
G-1Group/Regiment/Division Manpower (Admin)
G-2Group/Regiment/Division Intelligence
G-3Group/Regiment/Division Operations
G-4Group/Regiment/Division Logistics
G-5Group/Regiment/Division Plans
G-6Group/Regiment/Division Communications
Electronics
GCEGround Combat Element
GPACGroup Personnel Administration Center
GSAGeneral Service Administration
HM**Refers to Helicopter squadron (e.g., HMM-
264)
HMHMarine Heavy Helicopter Squadron
HMMMarine Medium Helicopter Squadron
HMLAMarine Light Attack Helicopter Squadron
HQMCHeadquarters, Marine Corps
IADTInitial Active Duty for Training
I/IADTIncremental Initial Active Duty for
Training
IATSIntegrated Automated Travel System

TC Inquarter Coneral
IGInspector General
I&IInspector & Instructor (Reserve Unit
Staff)
I&LInstallation & Logistics
IMAIndividual Mobilization Augmentee (or
called an IA)
IPACInstallation Personnel Administration
Center
IRRIndividual Ready Reserve
JAGJudge Advocate General
JRCJoint Reception Center
KVKey Volunteer
KVAKey Volunteer Advisor
KVCKey Volunteer Coordinator
KVNKey Volunteer Network
LADDLow Altitude Air Defense Battalion
L.I.N.K.SLifestyle Insights, Networking, Knowledge
and Skills
LDOLimited Duty Officer
LESLeave & Earnings Statement
LZLanding Zone
M&RAManpower and Reserve Affairs
MACGMarine Air Control Group
MACSMarine Air Control Squadron
MAGMarine Aircraft Group
MAGTFMarine Air/Ground Task Force
MALSMarine Aviation Logistics Squadron
MARADMINMarine Administration Message
MARFORLANTMarine Forces Atlantic
MARFORPACMarine Forces Pacific
MARFORRESMarine Forces Reserve
MLGMarine Logistics Group
MARSMilitary Affiliated Radio Station
MASSMarine Air Support Squadron
MAWMarine Aircraft Wing
MCASMarine Corps Air Station
MCBMarine Corps Base
MCBulMarine Corps Bulletin
MCCDCMarine Corps Combat Development Command
MCCSMarine Corps Community Services
MCFTBMarine Corps Family Team Building
MCI-EastMarine Corps Installations East
MCI-WestMarine Corps Installations West
MCLBMarine Corps Logistics Base
MCOMarine Corps Order
MCRMarine Corps Reserve
MCRCMarine Corps Recruiting Command
MCRDMarine Corps Recruit Depot
MCTMarine Combat Training
MCTFSMarine Corps Total Force System

MCUMarine Corps University
MCXMarine Corps Exchange
MEBMarine Expeditionary Brigade
MEDMediterranean (generally a cruise/float)
MEFMarine Expeditionary Force
MEUMarine Expeditionary Unit
MEU(SOC)Marine Expeditionary Unit(Special
Operations Capable)
MFRMarine Forces Reserve
MOAMemorandum of Agreement
MOLMarine On Line
MORDTMobilization Operational Readiness
Deployment Test
MOSMilitary Occupational Specialty
MPMilitary Police
MRPersonal and Family Readiness Division
(HQMC)
MREsMeals, Ready-to-Eat
MRZHQMC, MR Division, MCFTB Routing/Office
Code
MSBMobilization Support Battalion
MSCMajor Subordinate Command
MSSGMEU Service Support Group
MTACSMarine Tactical Air Command Squadron
MWCSMarine Wing Communications Squadron
MWSGMarine Wing Support Group
MWSSMarine Wing Support Squadron
NAFNonappropriated Funds
NAFINonappropriated Fund Instrumentality
NCISNaval Criminal Investigative Service
NCONoncommissioned Officer
NCOICNoncommissioned Officer in Charge
NJPNon-Judicial Punishment
NMCRSNavy Marine Corps Relief Society
NMFANational Military Family Association
NPSPNew Parent Support Program
OSDOffice of the Secretary of Defense
OCONUSOutside the Continental United States
OCSOfficer Candidate School
OICOfficer in Charge
OITOn-Installation Trainer
OODOfficer of the Day
O&MOperation and Maintenance
OPSOperations
OQROfficer Qualification Record
ORBOfficer Retention Board
PAOPublic Affairs Office
PCSPermanent Change of Station
PDSPermanent Duty Station
PFTPhysical Fitness Test

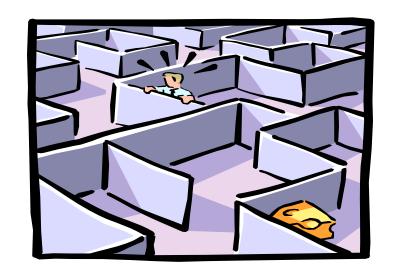
PMEProfessional Military Education
PMOProvost Marshal's Office
POAPower of Attorney
POCPoint of Contact
POMProgram Objective Memorandum
POVPrivately Owned Vehicle
PP&OPlans, Policies & Operations
P&RPrograms and Resources
PREPPrevention & Relationship Enhancement
Program
PSCPersonal Services Center
PTPhysical Training
PTADPermissive TAD
PWSTPeacetime, Wartime Support Team
QOLQuality of Life
RAPRelocation Assistance Program
RCReserve Component
REDRecord of Emergency Data
REGTRegiment
RLTRegimental Landing Team
RONRemain Overnight
RPGRocket Propelled Grenade
RSRecruiting Station
RSSRecruiting Substation
RTCReserve Training Center
S-1Squadron/Battalion Manpower
(Administration)
S-2Squadron/Battalion Intelligence
S-3Squadron/Battalion Operations
S-4Squadron/Battalion Logistics
S-6Squadron/Battalion Communications
Electronics
SACSchool Age Care
SACCSubstance Abuse Counseling Center
SACOSubstance Abuse Control Officer
SARSearch and Rescue
SATOScheduled Airlines Traffic Office
SBPSurvivor Benefit Plan
SDOStaff (or Squadron) Duty Officer
SECDEFSecretary of Defense
SECNAVSecretary of the Navy
SERADSelective Early Release from Active Duty
SFStandard Form
SGLIServicemembers Group Life Insurance
SITESStandard Information Topic Exchange
Service(Installation information)
SJAStaff Judge Advocate
SLSSpouses' Learning Series
SMCRSelected Marine Corps Reserve
SMMCSergeant Major of the Marine Corps

SNCOStaff Noncommissioned Officer	
SQDNSquadron	
SRBService Record Book	
STACCShort-Term Alternative Childcare	
SSNSocial Security Number	
TADTemporary Additional Duty	
TAMPTransition Assistance Management Program	
TBDTo Be Determined	
TBSThe Basic School	
TECOMTraining and Education Command	
TLATemporary Lodging Allowance	
TLFTemporary Lodging Facility	
TMOTraffic Management Office	
T/ETable of Equipment	
T/OTable of Organization	
TOSTime on Station	
TRTransportation Request or Transfer	
UAUnauthorized Absence	
UCMJUniform Code of Military Justice	
UFMUniform Funding and Management	
USAUtilization, Support, and Accountability	
(Practice)	
USCUnited States Code	
VAVeterans Affairs	
VMGRRefers to fixed wing squadron. (e.g.,	
VMGR-252)	
VMMMarine Medium Tiltrotor (e.g., VMM 263)	
WestPacWestern Pacific	
WICWomen, Infants, and Children (nutritional	L
support program)	
WOWarrant Officer	
WTIWeapons and Tactics Instructor	
XOExecutive Officer	

F.Y.I.

Notes from Home....

GETTING THROUGH THE MAZE

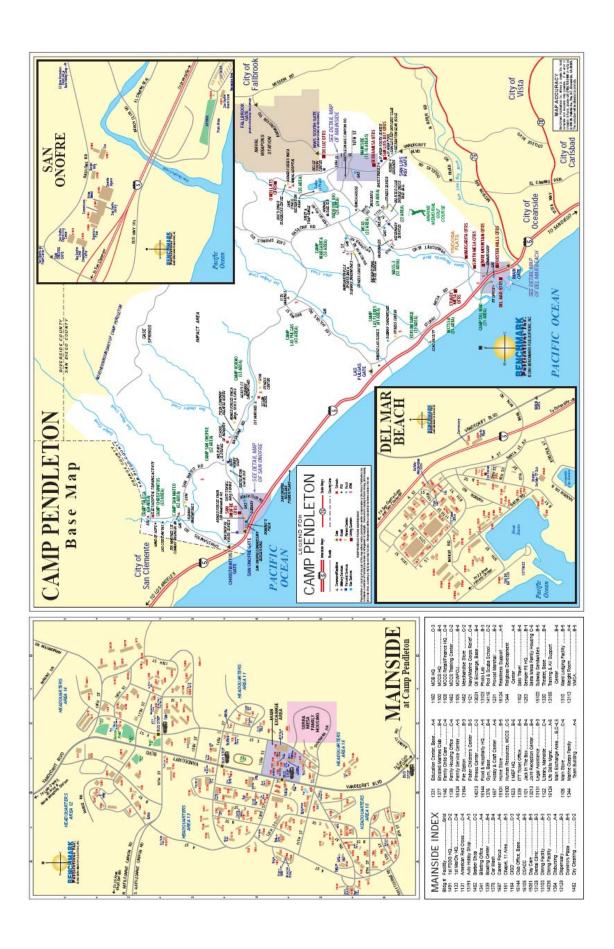


The Maze: Benefits & Services



The Maze: Benefits and Services - An overview of benefits, privileges, and resources available to USMC families; including the location of these services and how to access their wealth of information. This section is provided for information only, as non-ID cardholders you are unable to access many of these services.

- Local Map/Resources
- ID Card and DEERS
- Tricare
- Commissary
- MCCS Programs and Services
- Other Quality of Life Programs and Services
- Casualty Procedures



ID Card and DEERS

Step 1: "First Things First" – Enroll in DEERS

Before being able to take advantage of the variety of benefits – medical care, commissary, exchange and recreation privileges, your Marine and any eligible family members **must** be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) - the Military's automated information system. All service members are automatically enrolled but family members must be added separately. To enroll a family member in DEERS, it is necessary to visit the closest Real-time Automated Personnel Identification System site (RAPIDS) location and bring the necessary documentation to prove eligibility for DEERS. To confirm enrollment, contact DEERS at 1-800-538-9552

Basic Documentation Required for DEERS Enrollment

A photo ID is required in all instances except for children. Documents should be originals or notarized copies:

- Marriage certificate
- Divorce decree
- Birth certificate
- Judicial determination of paternity
- Court Order
- Proof of Support
- Document from Placement Agent
- Proof of Full-time Student Status
- Favorable Medical Determination
- Proof of Social Security Number



Who is eligible:

- Lawful Spouse
- Unmarried children under the age of 21 (including step-children, adopted/pre-adoptive children, certain children born outside of marriage, and qualifying wards)
- Unmarried children between the age of 21 and 23 who qualify as a full-time students
- Unmarried children 21 years of age and over who qualify based on a mental or physical incapacitation
- Qualifying Mother, Father, Father-in-Law, Mother-in-Law, Stepparent, or Parent by Adoption

*Certain eligibility restrictions apply. Ask your personnel officer for the

Step 2: Get your ID Card at RAPIDS

Once enrolled in DEERS, the next step is to obtain an Identification (ID) Card.

Who: Eligible family members.

What: Bring necessary documents.

- 1. Department of Defense Form 1172 (Application form to apply for an ID card). Marines can request one from their Administrative section.
- 2. Marriage certificate, birth certificate, etc.
 - If the Marine accompanies the eligible family member to a RAPIDS site (with on-line access to DEERS), the site shall verify and issue ID cards.
 - If the Marine cannot accompany their eligible family member to the RAPIDS site, the Marine must provide a notarized DD Form 1172. Presentation of other required documentation is necessary as well.
 - When a family member is already listed in the DEERS, presentation of the other
 documentation may not be required. Please call the RAPIDS site to confirm what
 documentation is necessary.

Where: The RAPIDS offices are located on any active duty military base or post (Marine, Army, Air Force, or Navy) as well as some Reserve Component and National Guard armories, Coast Guard bases, and Public Health Service offices. Though the names may vary location-to-location - Pass and ID Office or ID Card Center - the duties remain the same.

To update DEERS records: Contact Defense Manpower Data Center Support Office (DSO) Telephone Center from 6 a.m. to 5 p.m., Pacific Time, Monday through Friday, at the following toll-free number at 1-800-538-9552. To update an address only in DEERS, please visit www.dmdc.osd.mil/appj/address/index.jsp.



Tricare Health Care Plan

TRICARE is the Department of Defense's worldwide health care program for active duty and retired uniformed services members and their families. TRICARE consists of TRICARE Prime, a managed care option; TRICARE Extra, a preferred provider option; and TRICARE Standard, a fee-for-service option.

TRICARE Prime

TRICARE Prime is a managed care option similar to a civilian health maintenance organization (HMO). Active duty service members are required to enroll in Prime. Active duty family members are encouraged, but not required, to enroll in Prime. However, to receive the TRICARE Prime benefit, they must reside where TRICARE Prime is offered. Contact the local TRICARE service center (TSC) about the TRICARE Prime availability in your area. If stationed in a remote area, TPR/TRICARE Prime Remote for Active Duty Family Members (TPRADFM) may be the option available to the Marine and family members. This option also requires enrollment.

TRICARE Prime enrollees receive most of their care from military providers or from civilian providers who belong to the TRICARE Prime network. Enrollees are assigned a primary care manager (PCM) who manages their care and provides referrals for specialty care. All referrals for specialty care must be arranged by the PCM to avoid point-of-service charges.

TRICARE Prime offers less out-of-pocket costs than any other TRICARE option. Active duty members and their families do not pay enrollment fees, annual deductibles or co-payments for care in the TRICARE network. Although Prime offers a "point-of-service" option for care received outside of the TRICARE Prime network, receiving care from a nonparticipating provider is not

TRICARE Extra & TRICARE Standard

encouraged.

TRICARE Extra and TRICARE Standard are available for all TRICARE-eligible beneficiaries who elect or are not able to enroll in TRICARE Prime. As an active duty service member, you are not eligible for Extra or Standard. There is no enrollment required for TRICARE Extra or Standard—no annual enrollment fees, no enrollment forms. Beneficiaries are responsible for annual deductibles and cost-shares. Beneficiaries may see any TRICARE authorized provider they choose, and the government will share the cost with the beneficiaries after deductibles.

TRICARE Extra is a preferred provider option (PPO) in which beneficiaries choose a doctor, hospital, or other medical provider within the TRICARE provider network. Network providers can be located by calling your local TRICARE service center or visiting the TRICARE Web page: www.tricare.mil.

TRICARE Standard is a fee-for-service option. You can see an authorized TRICARE provider of your choice. Having this flexibility means that care generally costs more.

If enrollment for TRICARE Prime and TPR/TPRADFM is received by the 20th of the month, it is effective the first day of the next month. If you disenroll from TRICARE Prime, you will not be eligible to

11 £ 10

	Prime	Standard	Extra
Eligibility	Active Duty Service Members and their families and survivors.	Everyone eligible for TRICARE Prime except active duty service members.	Same as Standard.
Deductibles	None	\$150/individual or \$300/family for E-5 & above; \$50/\$100 for E- 4 & below	\$150/individual or \$300/family for E-5 & above; \$50/\$100 for E-4 & below
Co-Payments	None	20% of negotiated fee	15% of negotiated fee
Enrollment Fees	None	None	None
Access to civilian providers and Facilities	Care normally provided by a MTF. When MTF not available, care provided by civilian providers.	Greatest flexibility to choose provider and medical facility of your choice.	Choice limited. Care provided by physicians not in TRICARE network, but who are still an authorized provider.
Paperwork	None	Sometimes	None
Primary Care Managers	Yes	No	No
Catastrophic Cap	\$1,000 for Active Duty family members	\$1,000 for Active Duty family members	\$1,000 for Active Duty family members
Advantages	 No enrollment fee for active duty and families Small fee per visit to civilian providers, and no fee for active duty members No balance billing Guaranteed appointments (access standards) PCM supervises and coordinates care Away-from-home emergency coverage POS option 	 No enrollment fee Broadest choice of providers Widely available You may also use TRICARE Extra 	 No enrollment fee Co-payment 5 percent less than TRICARE Standard No balance billing No deductible when using retail pharmacy network No forms to file You may also use TRICARE Standard
Disadvantages	 Provider choice limited Specialty care by referral only Not universally available 	 No Primary Care Manager Patient pays: Deductible Co-payment Balance - if bill exceeds allowable charge and provider is nonparticipating (up to an additional 15 percent) Non-availability statement may be required for civilian inpatient care for areas surrounding MTFs May have to file own claims 	 No Primary Care Manager Provider choice is limited Patient pays: Deductible Co-payment Non-availability statement may be required for civilian inpatient care for areas surrounding MTFs Not universally available

Other Health Care Insurance

Supplemental Insurance policies are designed to reimburse out-of-pocket expenses and are offered by most military associations and by some private firms. These policies are designed to reimburse patients for the civilian medical care bills they must pay after TRICARE pays the government's share of the cost. Before you buy any supplement, carefully consider which plan is best suited to your individual needs.

If your family members are covered under a civilian medical plan, TRICARE will only pay after the civilian medical plan has reimbursed for its coverage. Although TRICARE, in combination with a private plan, may pay 100 percent of your bill, keep in mind that TRICARE will only pay for medically necessary care that would normally be part of the TRICARE benefit. TRICARE will not pay for a benefit it does not provide.

TRICARE Tips

- Ensure you and your family's information is up-to-date and accurate in DEERS and that you have a valid ID card before seeking care.
- Log on to the TRICARE website, <u>www.tricare.mil</u>, for information on topics such as benefits, claims, costs, co-pays, provider directory, eligibility, help desk, service center information, dental, pharmacy, obtaining a handbook, etc.
- Keep a current copy of the TRICARE
 Passport or TRICARE handbook available as a handy reference source (available at your MTF, TRICARE Service Center or online).
- Prior to obtaining care, always ask if your health care provider is a "participating" provider (accepts TRICARE maximum allowable charge minus the cost share). Ask the provider to check the "accepts assignment" box on the claim form.

Tips on Using Military Medical Treatment Facilities (MTFs)

- Find the nearest MTF at: www.tricare.mil
- Learn the local procedures required to make an appointment as soon as you get to your new installation instead of waiting until you need medical care.
- Make sure you have a copy of each family member's health records before you turn them into the clinic.
- If you did not bring your x-rays from your previous duty station ask the health records clerk to request your records.
- MTF's can often be very busy due to times of limited staff and the fact that Active duty members receive priority treatment.
- Bring some reading materials and quiet activities for the children while you are waiting (coloring books, activity books, etc.).

For more comprehensive information, go to the TRICARE Web page www.tricare.mil

Tricare Dental Plan

Marines - Marines receive worldwide dental care as part of their overall health care benefits.

Family members of all active duty service personnel and Selected Reserve and Individual Ready Reserve personnel and their families are eligible for the TRICARE Dental Program. The TRICARE Dental Program is a voluntary dental care program comprised of licensed, civilian dentists who provide a wide range of diagnostic, preventative and restorative services (exams, x-rays, cleaning, fluoride applications, fillings, root canals, crowns, orthodontics, anesthesia, etc).

Plans available:

Single Plan - only one eligible member is covered. This can be one active duty family member, a Selected Reserve or Individual Ready Reserve (IRR) member, or one Selected Reserve or IRR family member.

Note: The sponsor's enrollment is separate from his or her family members' enrollment.

Complete and submit a TDP enrollment form to United Concordia Companies, Inc. (UCCI - the TRICARE Dental contractor) along with your first month's premium payment.

If you need enrollment application forms you can:

- (1) Call UCCI at 1-888-622-2256
- (2) Visit your nearest military treatment facility Beneficiary Counseling and Assistance Coordinator (BCAC)
- (3) Enroll on-line at UCCI's Web site at http://www.ucci.com/was/ucciweb/tdp/tdp.jsp

Once Enrolled:

After you send in your enrollment application and first month's premium payment, you will receive confirmation and detailed information on your dental benefits. Once enrolled, you or your family members must stay in the TDP for at least 12 months. After that, you may continue enrollment on a month-to-month basis. There are certain exceptions to this rule, such as loss of DEERS eligibility because of divorce, marriage of a child, etc. If there is a major change in your circumstances, check with UCCI.

Choosing a Dentist

The confirmation information you receive will include a complete directory of participating dentists. The directory is also available on-line at www.ucci.com. Once you are on that Web page, select "Find a Dentist." You may also call UCCI's Customer Service at 1-800-332-0366. Using a UCCI network dentist saves time and money. But, you are always free to use any licensed dentist.

To Enroll:

Family Plan - enrollment consists of two or more covered eligible active duty family members, or Selected Reserve and IRR family members. Selected Reserve and IRR sponsors may enroll in the TDP without enrolling their eligible family members; or they may enroll their family members and not themselves. However, family members may not enroll independently from one another - ALL eligible family members must enroll if TDP coverage is desired.

Tricare Pharmacy Benefits

TRICARE offers several convenient ways for you to have prescriptions filled, depending on you and your family's specific needs:

- o You may have prescriptions filled (up to a 90-day supply for most medications) at a **military treatment facility (MTF)** pharmacy free of charge. Please be aware that not all medications are available at MTF pharmacies. Each facility is required to make available the medications listed in the <u>basic core formulary (BCF)</u>. The MTF, through their local Pharmacy & Therapeutics Committee, may add additional medications to their local formulary based on the scope of care at that MTF.
- o TRICARE Mail Order Pharmacy (TMOP) is available for prescriptions you take on a regular basis. You can receive up to a 90-day supply (for most medications) of your prescription through the mail by using TMOP.
- o Prescription medications that your doctor requires you to start taking immediately can be obtained through a network pharmacy of our new TRICARE Retail Pharmacy (TRRx) program.

TRICARE Pharmacy Co-payments/Cost Shares In the United States
(Including Puerto Rico, Guam, Virgin Islands)

Diago of Compies	Formulary		
Place of Service	Generic	Brand Name	Non-formulary
Military Treatment Facility (MTF) pharmacy (up to a 90-day supply)	\$0	\$0	Not Applicable
TRICARE Mail Order Pharmacy (TMOP) (up to a 90-day supply)	\$3	\$9	\$22
TRICARE Retail Pharmacy Network pharmacy (TRRx) (up to a 30-day supply)	\$3	\$9	\$22
Non-network retail pharmacy (up to a 30-day supply)	For those who are not enrolled in TRICARE Prime: \$9 or 20 percent of		For those who are not enrolled in TRICARE Prime: \$22 or 20 percent of total cost, whichever
Note: Beneficiaries using non-network pharmacies may have to pay the total amount of their prescription first and then file a claim to receive partial reimbursement.	total cost, whichever is greater, after deductible is		is greater, after deductible is met (E1-E4: \$50/ person; \$100/family; all others, including retirees, \$150/person, \$300/family) TRICARE Prime: 50 percent
	TRICARE Prime: 50 percent cost share after point-of-service deductibles (\$300 per person/\$600 per family deductible)		cost share after point-of- service deductibles (\$300 per person/\$600 per family deductible)

Commissary

The Defense Commissary Agency (DECA) operates a worldwide chain of nearly 275 commissaries providing groceries to military personnel, retirees and their families in a safe and secure shopping environment. Authorized patrons purchase items at cost plus a 5-percent surcharge, which covers the costs of building new commissaries and modernizing existing ones. Shoppers save an average of 30 percent or more on their purchases compared to commercial prices – savings worth more than \$2,700 annually for a family of four. A core military family support element, and a valued part of military pay and benefits, commissaries contribute to family readiness, enhance the quality of life for America's military and their families, and help recruit and retain the best and brightest men and women to serve their country.

Marine Corps Community Services (MCCS)

Marine Corps Community Services (MCCS) (previously known as Morale, Welfare and Recreation (MWR)) is a diverse collection of recreational activities and retails services, as well as support and retention programs, that better the quality of life for the Marine Corps community, Active Duty, Reservists, and Retirees. Marines have come to count on MCCS for shopping at the exchanges, recreation at fitness centers, dining at clubs, providing barber/beauty services, and so much more. MCCS activities provide a wide variety of services and recreational opportunities to meet your every day needs while home and deployed. The profits from sales of goods and services by MCCS are reinvested into the Marine Corps community to benefit all members of the Marine Corps family. Those profits are returned to the MCCS customers in the form of financial support to other MCCS activities, such as recreation, youth programs, and clubs. The MCCS financial support also helps fund the many support programs and services you have come to rely on and enjoy.

To visit us online, please go to: http://www.usmc-mccs.org

Retail Services

Below is an overview of the MCCS retail services available for authorized patrons - though all services may not be available at all Marine Corps installations. Check your local MCCS website to see what is available in your area.

Personalized Services

Auto Repair Centers/Quick Lube Centers

Barber Shops/Beauty Shops

Cruise book, Yearbooks, Annuals, and other Pictorials

Flower Shops & Flower by Wire

Imprinting, Embroidering, and Engraving

Key Duplicating

Laundry /Dry Cleaners

Money Wire/Transfer

Optical Shops

Packing, Wrapping & Shipping Services

Electronics Repair

Photo Studios

Picture Framing Service

Shoe Repair/Shine

Tailor Shop

Taxi Service

Food Services

- * Clubs offering food, beverage, entertainment, and catering services to authorized patrons
- * Other food activities snack bars, restaurants, conference centers, and mobile trucks
- * Branch name activities -

McDonald's, Taco Bell, Subway and

Rentals

Video Rental Car Rental

Carpet Cleaning Machine Rental **Equipment Rentals**

Truck, Trailer Rental

Travel

(program services details to follow)

Information, Travel & Tours Leisure Travel Services



Hobbies and Crafts

(program services details to follow) Arts & Crafts Auto Hobby Shops Ceramics

Recreational & Fitness Activities

(program services details to follow)

Aquatics

Bowling Centers

Fitness Centers

Golf Courses

Health promotions

Marinas

Outdoor Recreation

Sports

Stables

Theaters

Other

Amusement Machines

Car Washes

Long Distance Phone Services

Vending Machines

Marine Corps Exchange (MCX)

The MCX is like a department store for use by Marines and eligible family members. It offers brand name merchandise at reasonable prices. The MCX sells uniforms, clothing, household goods and furniture, personal items, and much more. When you shop on base at the MCX, you are exempt from paying state and federal sales tax. Patrons usually enjoy an overall 17 percent discount when compared to similar products sold by local retailers. While the MCX provides substantial discounts on name brand items it also offers substantial savings with it's private label "1775" clothing, unmistakable savings with it's "Corps Value" items, and everyday savings in health and beauty items with "Exchange Select" products.

Did you know that when you shop at your Exchange you are recycling your dollars? That money helps to support free and low cost events, recreation and community centers, gyms, fitness centers, various programs, and so much more for the Marine family. All Exchanges require you to show an ID to make a purchase. ID card holders may utilize these services on any military installation.

Reasons to shop at the Exchange:

- Price Match Guarantee. All Marine Corps Exchanges shall adhere to one standardized Price Match Guarantee program. This program guarantees that the MCX shall match any competitor's current, locally advertised price on any identical item sold by any MCX or any local competitor. It also includes a 14 day price match guarantee on any item purchased from any Marine Corps Exchange and subsequently sold at a lower price by a Marine Corps Exchange or a local competitor.
- Special sale days. Get there early, even before the doors open, for the best selection. Items go quickly. Most Exchanges have great sales regularly where an additional percentage is usually taken off the already low prices.
- Tax free shopping
- Special orders. Special orders can be made through the Customer Service Dept.
- Exchange Catalogs Baby, Home Décor, Appliances, and a comprehensive Exchange Catalog.
- Online Shopping Shop the Exchange from the convenience of your home or office.
- Layaway You are able to pay an item off over time with no interest added, but there is a small fee for the service.
- Value Pricing Guarantees you receive merchandise you know at the prices you want.

Recreational and Fitness Activities

Aquatics

Pools, beaches, and waterfronts are some of the most popular facilities offered, providing an outlet for outdoor recreation activities. Most major installations provide pool facilities for training and/or recreational use. There are approximately 40 pools in all, across the Corps. There are approximately 16 beaches and waterfront areas, with most located adjacent to camping or recreational lodging facilities. Scuba gear and lessons are available at some beach locations as well.

Bowling

There are approximately 21 bowling centers located on Marine Corps installations. The centers offer year-round competitive leagues and recreational play, combined with promotions and tournaments. Most centers offer up-to-date glow bowling with lights, sounds and entertainment. Most centers house a pro shop, which carry bowling balls, shoes, bags, and accessories and snack bars that feature a variety of pizzas, sandwiches and beverages.

Fitness

For those interested in participating in individual fitness activities, the Marine Corps has a variety of facilities offering fully-equipped weight rooms, various cardiovascular equipment, aerobics and martial arts classes, certified personal trainers, saunas, and locker rooms. Trained personnel are on duty to assist individuals in training programs.

Golf

Lush green fairways, beautiful lake and river front holes, and close-cropped greens make golfing a pleasure on any of the 12 golf courses provided on Marine Corps installations. Course sizes range from 9 holes to 36 holes. Most courses offer driving ranges, modern, fully-stocked pro shops, locker rooms, and snack bar operations. PGA teaching professionals are on staff and available for individual and group golf lessons.

Health Promotion

The Marine Corps health promotion program provides a variety of programs and services that support and encourage healthy lifestyles. The health promotion program offers health fairs, special events, and educational seminars and classes on the following topics: tobacco cessation, physical fitness, injury prevention, nutrition and body composition, stress management, suicide awareness, alcohol and substance abuse prevention, and blood pressure.

Marinas

For the water enthusiast, the Marine Corps has 12 marinas with a variety of boating opportunities. Over 400 slips are available for rent for private boats. Additionally, boat rentals (including sail and power boats), boating and fishing charters, and instructional classes, to include water safety certification classes, are available.

Outdoor Recreation Program

An outdoor recreation program is available at most installations, providing instruction and structured activities, such as archery, fishing, hiking, scuba, and boating. High adventure programs, which require specialized training/certification, are also provided, such as whitewater rafting, paragliding/sailing, and hang gliding.

- Outdoor Areas Marine Corps installations are home to many outdoor recreation areas, with parks, picnic areas, jogging trails, beaches, and lakes. These areas offer a wide variety of leisure opportunities, to include swimming, boating, snorkeling, scuba, fishing, miniature golf, equipment rental, barbequing, social gatherings, and playgrounds.
- Outdoor Recreation Equipment Checkout Most installations have checkout centers, which rent a wide variety of outdoor recreation equipment on a daily or weekly basis. These centers assist customers in avoiding the expense of buying items they will not use on a regular basis. Items range from indoor and outdoor sports and recreation equipment to fully rigged boats, barbeque grills and camping supplies.
- Camping, Cabins, and RV Parks The Marine Corps has camping, recreational vehicle parks, and
 recreational lodging facilities available for rent at many installations. Many of these sites are
 conveniently located next to recreational areas such as beaches, lakes and marinas.

Stables

For horsemen and women, five Marine Corps bases have boarding stables. In addition, two bases have horses for rent and offer riding instruction.

Movie Theaters

Let's go to the movies! Most installations offer movie programs where admission prices and concession items like popcorn, soda and other snacks are priced well below local commercial theaters. Many base theaters provide admission for only one dollar (\$1). The movies and special "Sneak Previews" are the same big name hits and blockbusters currently available in the civilian theaters.

TRAVEL

Information, Tickets and Tours (ITT)

The ITT program provides customer-driven travel venues and services, and entertainment activities. Information about local, regional and national attractions and events is available. ITT provides discount tickets to your favorite places (movie theaters, museums, etc.), including Disney-themed parks, and other theme parks, local event venues, and attractions. Group tours are arranged to popular events and attractions such as NASCAR races and Major League Baseball games.

Leisure Travel

Leisure Travel Offices provide airline reservations, car rentals/hotels, and discount travel packages. They can arrange vacation packages and cruises to appeal to all travelers.

Armed Forces Recreation Centers (AFRC)

AFRC resorts are affordable Joint Service facilities operated by the U.S. Army Community and Family Support Center and located at ideal vacation destinations. AFRCs offer a full range of resort hotel opportunities for service members, their families, and other members of the Total Defense Force. AFRC room rates are affordable and based on rank, pay grade, duty status, room size, and/or room location. Reservations are required well in advance. While traveling or vacationing, it is always a good idea for ID card holders to ask if hotels, amusement parks, etc. offer military discounts.

Facilities include:

- Shades of Green on Walt Disney World Resort, Florida http://www.shadesofgreen.org/
- Armed Forces Recreation Center, Europe http://www.afrceurope.com/
- Hale Koa Hotel, Hawaii http://www.halekoa.com/
- Dragon Hill Lodge, Korea http://www.dragonhilllodge.com/

Joint Service Bargain Travel Specials:

- Australia for You http://www.armymwr.com/portal/travel/travelresources/joint.asp
- Great Travel Deals http://www.armymwr.com/portal/travel/traveldeals/

Additional Joint Service Facilities include:

- The New Sanno Hotel, Tokyo, Japan http://www.thenewsanno.com/
- Okuma Resort, Okinawa, Japan http://www.18services.com/okuma.html

Other Agency Links:

- Government and Armed Forces Travel Cooperative http://www.govarm.com/
- Armed Forces Vacation Club http://www.afvclub.com/

HOBBIES AND CRAFTS

Arts and Crafts

Arts and Crafts skills development programs are designed to offer a wide variety of core craft activities, which can include framing, engraving, ceramics, woodworking, pottery, photography, jewelry making, and fine arts. Instructional classes in these activities are offered to the customer, which in turn will allow them to complete and accomplish learned activities in a self-directed environment. Patrons are encouraged to "learn" the activity and develop life skills.

Automotive Skills Program

It's Do-It-Yourself with a skilled mechanic to guide you. Lifts, bays, and specialized equipment are available at nominal charges to enable the customers to accomplish self-maintenance on their vehicles. Customers can do their own oil changing, tire rotation, tune-ups, and various minor maintenance services. Assistance is available for more technical services such as wheel alignment, engine diagnostics and tire balancing. The program offers instruction in a group environment or one on one to patrons requiring assistance with repairs and maintenance. Additionally, each center has a reference library available for use in all automotive repairs. Most centers sell supplies and can obtain specialized parts for customers at greatly reduced prices.

Military OneSource

Military OneSource is a personal, professional and family support program offering information and referral assistance 24 hours a day, 7 days a week, 365 days a year via toll free telephone and Internet access. This free service supplements the Information and Referral services currently offered aboard installations. Military OneSource also supports geographically dispersed Marines and their families (recruiters, reservists, and inspector and instructor staffs) who do not have traditional installation-based services available.

Masters-level consultants and specialty research teams are readily available to provide Military OneSource users referrals to military and civilian resources. Users can request information on parenting and childcare, education, finances, legal, elder care, health and wellness, crisis support, relocation, and more. The service also offers a wide array of free educational materials in many different formats: tip sheets, booklets, cassettes, and CD recordings. Face-to-face counseling sessions through private providers in the local area are available. Services are provided at no cost.

In addition to telephonic services, Military OneSource offers an award winning website that features online articles, workshops, locators, financial calculators, tips on tape, "E-mail a consultant" and much more. The website is Section 508 compliant for those who need visual assistance and is also available in Spanish.

To access Military OneSource:

By Phone:

From inside the U.S., call 1-800-342-9647 From outside the U.S., call collect 1-484-530-5908 For TTY/TDD (hearing impaired), call 1-866-607-6794 En español, llame 1-877-888-0727

Online:

www.militaryonesource.com

Prevention and Intervention



MCCS Marine and Family Services Counseling team provides free educational and counseling services and workshops for individuals and families seeking self-improvement. Early identification of personal and family stressors can prevent problems from escalating so they may be resolved before they affect you, your family, or unit readiness. Services provided can include:

Prevention and Education Services

- Parenting classes and groups
- > Suicide Prevention
- ➤ New Parent Support Program
- Anger and Stress Management
- Couples and Relationship Programs
- ➤ Alcohol/Substance Abuse

Intervention

- Information and Referral
- ➤ Intakes and Screenings
- Clinical Assessments
- Victim Advocacy
- ➤ 24 Hour Domestic Violence Sexual Assault Services
- Family Advocacy

Counselors are licensed clinicians trained to work with individuals and families with a variety of emotional problems, such as Post Traumatic Stress Disorder (PTSD). Counselors can help individuals and families with issues of depression, resolving issues in marriage, developing conflict resolution skills, and discussing parenting issues.

The Counseling and Advocacy Program is comprised of highly qualified, licensed, clinical staff trained in family violence and available to provide services upon request. Counselors are available to respond quickly, 24 hours a day, 7 days a week to help individuals and families who are victims of domestic violence or sexual assault.

Please contact your local MCCS Marine and Family Counseling Services Center for a detailed list and calendar of ongoing classes and programs.

Project FOCUS (Family's OverComing Under Stress) is has just been released through the Department of Defense and it provides consultation and counseling to families on combat stress, traumatic grief and other deployment-related stressors. Families may self-refer.

Relocation Assistance Program

The Relocation Assistance Program (RAP) provides outbound and inbound relocation assistance when transferring to a new duty station.

Relocation Assistance Program Services include:

- PCS Move Workshops
- Moving Overseas Workshops
- Welcome Aboard Orientations
- Newly Arrived Spouse Orientations
- New Sponsor Orientations
- Home Buying and Selling Seminars
- Lending Locker Services

For additional information log on to: http://www.usmc-mccs.org/rap/index.cfm

Transition Assistance Management Program

If a Marine decides to separate from the Marine Corps or is getting close to retirement, he/she will utilize the Transition Assistance Management Program (TAMP). This program provides career/employment assistance, vocational guidance, and transition information. Marines are eligible to begin accessing TAMP services within 12 months of separation or within 24 months of retirement. For more information, contact your local TAMP office or visit

http://www.usmc-mccs.org/tamp/index.cfm.

Personal Financial Management

The Personal Financial Management (PFM) program provides free financial education, training, counseling, and information and referral services for Marines and their family members. A solid understanding of one's personal financial situation and prospects will give one a better chance of achieving financial success and having an improved quality of life. Sound personal financial management also contributes to the ability to prepare and respond to the many challenges of the military lifestyle.

PFM Program services and workshops include:

Financial Planning

Goal Setting Transitional Challenges Estate Planning

Money Management

Pay and Allowances Budgeting and Cash Management Credit and Debt Management Major Purchases Planning

Retirement Planning

Entitlements and Benefits High – 3 vs. REDUX/CSB Long-term Health Care

Information

Family Subsistence Supplemental Allowance (FSSA) Consumer Benefits and Rights Women, Infants, & Children (WIC) Investment Planning

Investing Basics
Thrift Savings Plan (TSP)
Roth and Traditional IRAs
Educational Savings Accounts (ESA)
Government Savings Bonds

Other Workshops

Banking On It Car Buying Maneuvers Covering Your Risks (Insurance) Housing Hurdles Life Cycle Financial Fitness Tackling Debt Take Charge of Credit

For additional information on the PFM program, log on to: http://www.usmc-mccs.org/finance/index.cfm

Other Quality of Life Support Programs and Services

Legal Assistance

The Legal Assistance Program can help a Marine with legal matters at no charge. The program provides comprehensive legal support to our worldwide and deployable military community in the areas of estate planning, family law, state and Federal taxation, immigration and naturalization, consumer law, military rights and entitlements, and others. The focus of the Legal Assistance Program is to assist those eligible for legal assistance with their personal legal affairs in a timely and professional manner by providing clients legal counsel, support, and representation to the maximum extent possible. An appointment is required for these services and required paperwork should be verified in advance.

1. **Powers of Attorney**. One of the most important matters to consider, especially during predeployment planning, is a Power of Attorney. A Legal Assistance officer should be contacted to help prepare one. They come in two forms:

A General Power of Attorney allows the holder of that legal document the right to sell personal property, and to use the grantor's credit. A General Power of Attorney grants virtually unlimited ability to act for another person. General Powers of Attorney often create more difficulties than they cure and are generally not advised. It is an extremely powerful legal instrument and can be a dangerous instrument in the hands of someone inexperienced in business matters, a person of unstable temperament, or a spouse when the marriage relationship is in a state of discord. A General Power of Attorney should not be executed unless the individual making it is fully aware of the risks associated with such a document. Always consider whether a Special Power of Attorney would serve the immediate purpose.

A <u>Special Power of Attorney</u> allows the holder of that legal document to act for the grantor only when conducting business that is delineated in the document. This power of attorney will list in writing the actions you want conducted on your behalf. A Special Power of Attorney can be very useful for such matters as moving of household goods, settling of insurance claims, and managing financial accounts or funds not jointly held. Care should be taken in determining who will hold the power of attorney and what actions will be authorized in the document. Remember that without the Power of Attorney, the family at home could be significantly hampered in dealing with matters that may arise during deployment. Additionally, there may be instances where a Special Power of Attorney may only be granted, as opposed to a General Power of Attorney. Please be sure to verify with the institution in which the power of attorney will be used as to which will be accepted.

2. Wills. This document is very important - particularly for those Marines with family members. The primary purpose of a will is to ensure that minor children are cared for and property distributed as you, the writer, desires. Without a will, state laws decide how personal property is distributed and, if there are children involved, they can become wards of the state. It is important that an individual's will reflect his/her current state of affairs so keeping it up to date it critical. Overlooking the execution of this important document could directly affect the security of a Marine's family. A banking institution or a responsible adult should be named executor of the will. A will does not cover life insurance distribution. Insurance is a separate contract between the insured and the insurance company. Verify that the beneficiary designations on insurance policies are accurate and current.

- 3. In Loco Parentis. This phrase means standing in place of parents. If children are in the care of someone other than a parent or legal guardian, that person is considered in "loco parentis." Some states will appoint children as wards of the state when the parents are injured and/or unconscious unless there is an original notarized document authorizing a specific person to act as guardian. It is possible that children in the care of someone other than the legal guardians or parents will not be seen for medical emergencies without this original notarized form. A separate form must be filled out and notarized for every person caring for the child or children and there should be a form in each vehicle that can be easily accessed.
- 4. **Notarization**. Notary public service is available at the Legal Assistance office, most banks and credit unions, and usually through Marine Corps Community Services. There may be a small fee for the service depending upon where it is obtained.
- 5. **Taxes**. Federal and State Tax returns (when required) must be filed even though the service member is deployed, unless an extension is granted. Problems in preparing and submitting tax forms or improper tax assessment may be directed to the Legal Assistance office. Marine Corps installations will normally have a VITA (Volunteer Income Tax Assistance) office to assist with preparing a return. Detailed information may be obtained from the IRS toll free from the hours of 8:15 am to 4:15 pm (EST) at 1-800-829-1040.
- 6. **Family Care Plan**. A Family Care Plan is the responsibility of all Marines who are single parents; dual military couples; Marines who otherwise bear sole responsibility for the care of minor children; or Marines with family members who are unable to care for themselves in the Marine's absence. The plan outlines the legal, health care (medical and dental), logistical, educational, monetary, and religious arrangements for the care of the Marine's family member(s) or ward, to include Wills, Power(s) of Attorney, Certificates of Guardianship or Escort, family contacts, Special Letters of Instruction, and any other documentation reasonably necessary for the caregiver's use. The Plan must be reviewed for accuracy and validity each year and is a part of the Marine's service record. Family Care Plans for those Marines who are required to have them are also included as a part of the unit family readiness program.

To find out more about Legal Assistance, log on to http://sja.hqmc.usmc.mil/jal/default_JAL.htm

Chaplains

Navy Chaplains perform many of the same functions as civilian clergy (all chaplains serving with Marines are actually Naval officers.) They conduct worship services and perform weddings, baptisms, funerals, and other rituals specific to their faith traditions. Also, they serve as confidential counselors who can assist servicemembers and their families in times of difficulty. Within the military, their specific task is to protect and guarantee an individual's right to freely exercise the religious faith of his or her choice. Chaplains also protect an individual's right not to practice a religious faith.

Chaplains represent a great many faith traditions. Sometimes, servicemembers or their family members wish to speak to a chaplain who comes from their same faith tradition. In such a case, it is the obligation of every chaplain to try to find a chaplain from that particular faith tradition, though circumstances sometimes make that impossible.

Servicemembers or family members needing assistance from a chaplain should attempt to contact their unit chaplain first. If there is no chaplain directly assigned to the unit, a call should be placed to the Base Chaplain's office.

CREDO

CREDO is a Marine Corps Family Team Building program, sponsored by the Chief of Chaplains, and funded by Headquarters, U. S. Marine Corps. CREDO has three FREE retreats: personal or spiritual growth and marriage enrichment. Transportation, meals and lodging are provided at NO COST to participants. Retreats are weekend get-aways held at retreat centers and available to active duty, their family members, DOD employees, retirees, and reservists.

CREDO is offered on or near many Marine Corps bases.

Provost Marshal's Office (PMO), Military Police (MP)

The Provost Marshal's Office, PMO, enforces laws on base and investigates criminal activity. They also provide safety classes for children, home safety classes and will help set up a neighborhood watch on base.

When driving on base, abide by the posted speed limits, which are strictly enforced. Driving a couple of miles over the speed limit could get you a ticket and assign points to your license. If you acquire too many points due to base driving infractions, your base driving privileges could be revoked. Do not park in a designated parking spot, unless you are entitled and your car has the appropriate sticker on it.

- Pedestrians in marked crosswalks have the right-of-way on base.
- > Wearing seatbelts is mandatory.
- ➤ Hands-free headsets are required while driving and speaking on a cellular phone.
- > Remember the speed limit is 15 MPH when passing troop formations on the road. Be patient.

All violations are reported daily on the Commander's blotter with names and details.

Navy-Marine Corps Relief Society

This is a nonprofit charitable organization whose purpose is to assist Navy and Marine Corps service members and their families in times of need with financial assistance, budgeting assistance and other helpful services.

The Navy-Marine Corps Relief Society's (NMCRS) assistance is provided as an interest-free loan or grant. The Society can help Marines in times of financial distress to meet challenges such as costs associated with emergency leave, the deductibles and cost share for TRICARE, food vouchers, rent assistance, emergency car repairs, and other critical aid to help them get back on their feet. Marines and/or their families must arrange an appointment and speak with a NMCRS caseworker to determine the need for assistance.

NMCRS offices are located on all major Marine Corps installations and Naval Bases. If you need to contact the Navy-Marine Corps Relief Society and are not located near a base or installation, contact the nearest Red Cross office. The Red Cross can act on behalf of a NMCRS office in terms of screening and providing financial assistance.

American Red Cross

Red Cross provides a unique service to military families...emergency communications. If you have a serious family emergency while your military family member is away, the Red Cross can help get the message out. They are able to take calls 24 hours a day, toll free, at 1-877-272-7337 or visit www.redcross.org.

How to Contact the Red Cross to Send an Emergency Message:

- Active duty service members stationed in the United States and their immediate family members may call the Red Cross Armed Forces Emergency Service Centers for help seven days a week, 24 hours a day, 365 days a year. The toll-free telephone number is available through base or installation operators and from local on-base Red Cross offices.
- Other family members who do not reside in the service members' household, members of the National Guard and Reserves, retirees, and civilians may access Red Cross services through their local Red Cross chapter, which is listed in local telephone books and at http://www.redcross.org/where/where.html.
- Overseas personnel stationed on military installations should call base or installation operators or the on-base Red Cross offices.
- At overseas deployment sites, contact the American Red Cross deployed staff.

When calling the American Red Cross to send an emergency message to a family member, it is necessary to have the Servicemember's:

- Full Name
- Rank/Grade
- Branch of Service
- Social Security Number
- Military Address
- Information about the deployed unit and the home base unit (for deployed service members only)

Besides emergency communication, the American Red Cross offers classes such as CPR and Babysitting and can be a great place to volunteer!

Other Resources

Armed Services YMCA – The Armed Services YMCA is a non-profit organization, whose sole mission is serving military service members – single, married, and families. Their programs enhance lives in spirit, mind, and body: which in turn strengthen families and encourage individuals to achieve their fullest potential. Check on the local programs provided.

National Military Family Association (NMFA) - If you are interested in keeping up with what is going on in Congress and other departments of Government that affect our military family benefits, contact the NMFA - They are located in Alexandria, Virginia, but have volunteer representatives on many Marine Corps bases. For more information about membership and getting their newsletter, or to become a volunteer representative write to:

National Military Family Association, Inc. 2500 North Van Dorn St., Suite 102,
Alexandria, VA 22302-1601 phone: 1.800.260.0218 | fax: 703.931.4600

USO – All military family members are eligible to use local USO facilities. Also, many airports have a USO room and you may find it a relaxing place to wait between flights.

Uniformed Services Almanac - This is one of the most useful sources of accurate information about military benefits, pay, rules, and regulations, that is available to you and your Marine. It costs about \$7.00, but it may be available at no charge from your local Relocation Assistance Program (RAP).

Casualty Notification Procedures

Although a very difficult to topic to face, parents of Marines must educate themselves on the procedures in place should their Marine be injured or killed, whether in combat or in an accident.

Deceased

Primary and secondary Next of Kin (NOK) of deceased Marines are notified in person by a uniformed service member between the hours of 0500 (5:00 am) and 2400 (midnight). The uniform for deceased notifications will be Service "A". The closest Marine unit to the location of the NOK is tasked by the Casualty Section at Headquarters, U. S. Marine Corps (HQMC) to identify a Casualty Assistance Calls Officer (CACO) who then notifies and assists the NOK through the Casualty Assistance Process, including disposition of remains, benefits and entitlements.

The Primary NOK is defined as the person most closely related to the deceased or injured Marine. If the Marine is married, the Primary NOK automatically defaults to his or her spouse. Secondary NOK are any relatives, family members, friends, etc. listed on the Marine's Record of Emergency Data (RED). The Primary, and all Secondary NOK will receive simultaneous notification within 24 hours of the casualty.

Additionally, the presence of a Chaplain is recommended for the notification however, notification will not be delayed merely for the sake of obtaining a Chaplain's presence.

Injured/Ill

Notification to the NOK of injured/ill Marines is telephonic and is conducted by the parent command between the hours of 0500 (5:00 am) and 2400 (midnight). HQMC is responsible for providing updates to the NOK regarding the Marine's condition, location and coordinates with the Casualty Section at HQMC for the execution of travel to the bedside via Invitational Travel Orders (ITOs). For cases involving very seriously injured/ill Marines, a CACO may be assigned to the NOK upon request of the parent command or if directed by HQMC. When the NOK resides in close proximity to the unit, the CACO is normally drawn from qualified personnel within the parent command. The closest Marine Corps unit will be contacted by MRPC to provide the CACO when the NOK are geographically separated from the unit.

Casualty Support and Survivor Benefits

Casualty Assistance Calls Officer (CACO) support is phased and specifically adjusted to facilitate the NOK's transition through grief stages and completion of the casualty process. Survivor support is available indefinitely through a Long-Term Care Manager (LTCM) at HQMC.

Transportation of Remains, Personal Effects (PE), and Burial

- Members of the Armed Forces who die in a combat theater of operations and are returned through the mortuary facility at Dover Air Force Base will be transported to the final destination (if required by air) by military aircraft or military contracted aircraft (as determined by the person authorized by the Marine to direct disposition of remains). The program has been expanded to include Operation ENDURING FREEDOM/Operation IRAQI FREEDOM (OEF/OIF) casualties who die at other locations, such as when the military member dies at a medical treatment facility from wounds or injuries received in a combat theater of operation. The remains shall have a military escort at all times and an honor guard detail for transfer of remains at receiving airports.
- Burial allowances include funeral and/or interment expenses, headstone/marker, flag case, and a
 Marine Corps floral tribute. Travel and two days per diem are authorized for the spouse, children and
 parents.

 PE of deceased Marines are distributed to the Person Eligible to Receive Effects by the Marine CACO. For OEF/OIF casualties, PE are processed at the Joint Personal Effects Depot, Aberdeen, Maryland.

Benefits/Entitlements and Support

- A Death Gratuity of \$100,000 is paid to the PNOK or as designated within 48 hours.
- SGLI coverage of \$400,000 is available for the Servicemember's beneficiary. The beneficiary is the person(s) designated by the Marine.
- Beneficiary financial counseling services are offered (free of charge) by Financial Point for two years. Financial Point representatives do not solicit business, but rather provide information (through the CACO) relevant to the survivors' financial situation to help them make informed decisions about their future finances.
- Spouses and children of those who die while on active duty are eligible for Military OneSource, available 24/7, for information/resource referral requirements.
- HQMC has compiled and made available a list of credible benevolent and philanthropic agencies that support Marines and their families with special needs or unique circumstances.

HQMC's Long Term Care (LTCM) is available to NOK on an indefinite basis. The LTCM typically calls the PNOK of all casualties approximately 60 days following death to ensure all benefits and entitlements have been filed for and to follow-up on any remaining matters.

For more information on CACOs, Survivor assistance or benefits, log on to the Casualty Assistance Website at: https://www.manpower.usmc.mil/portal/page? pageid=278,1938196& dad=portal& schema=PORTAL

F.Y.I.

Notes from Home....



PAY DAY



Pay Day



Explain the differences between a civilian and a military paycheck, while introducing the Leave and Earning Statement (LES), including a general discussion on basic pay and allowances. Beneficial financial management tips are also presented.

- Leave and Earnings Statement (LES)
- Pay and Allowances and Deductions

Leave and Earnings Statement (LES)

All pay, allowance, and deduction information is captured on a LES. The LES outlines pay and allowances earned over the last month as well as the deductions taken from that pay amount (such as taxes, insurance, or allotments). Also included on the LES is important information regarding accumulated leave, sea service time, and the number of years of service. Even though Marines are paid twice each month, LESs are generated monthly for the preceding month.

A Marine should become familiar with the overall information provided on the LES and review it each month. Over time, pay fluctuations resulting from situations such as permanent change of station (PCS) moves, deployments, promotions, or annual salary increases become more evident.

myPay allows a Marine to view or print the LES from the prior 11 months. They can also change allotments, adjust their W-4 and more. Marines can access myPay nearly 24 hours a day, 7 days a week to change or review current information, or to check the most recent pay statement. A Marine may establish a Restricted Access Pin for a spouse, parent, etc. who may need to take on any financial responsibilities for that Marine. Restricted access users are authorized to view pay or tax statements without the ability to create any pay changes. For complete information, please visit the myPay portion of the DFAS website at:

https://mypay.dfas.mil/mypay.aspx

For a current Basic Pay Chart, please visit: www.dfas.mil/militarypay.html

MARINE CORPS TOTAL FORCE LEAVE AND EARNINGS STATEMENT

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Decoding a Marine LES

Section A: Identification Information

Block 1-NAME (Last, first and middle initial)

Block 2—SSN (Social Security Number)

Block 3—RANK

Block 4—SERV (Branch of Service, e.g., USMC)

Block 5—PLT CODE (Platoon Code) four digits indicating the section where the Marine is assigned.

Block 6—DATE PREP Date LES was prepared.

Block 7—PRD Covered (Period covered) Period of days the LES covers.

Block 8—PEBD (Pay entry base date) Base date used in determining the date when the Marine is entitled to increased basic pay.

Block 9—YRS Total number of years of service.

Block 10—EAS (Expiration of Active service) is the date active service terminates.

Block 11—ECC (Expiration of current contract) is the date the current contract terminates.

Block 12—MCC DIST RUC (Monitored command code, District and Reporting Unit Code)

Section B: Forecast Amounts - 2 blocks that forecast the pay the Marine will receive in the upcoming month.

Block 13—DATE is the date of midmonth payday.

AMOUNT is the forecast of amount due on midmonth payday of the upcoming month.

Block 14— DATE is the date of end-of-month payday.

AMOUNT is the forecast of amount due on end-of-month payday of the upcoming month.

Section C: Split Pay - 4 blocks, which describes any split pay option the Marine may have selected. The split pay option allows Marines enrolled in the Direct Deposit program to receive a portion of their pay at their duty locality each payday. This amount is called the register split pay amount (RSPA). The remainder of pay due will be direct deposited to the Marine's bank account. Not all Marines are eligible for this option. The Marine needs to contact the Administration Office for eligibility requirements.

Block 15—START DATE is the date the Marine selected the split pay option.

Block 16—AMOUNT is the amount of split pay the Marine selected to receive at his/her duty locality each payday.

Block 17—BALANCE is the remainder of pay due that will be direct deposited to the Marine's bank account.

Block 18—POE (Payment option selected) uses <u>codes</u> to designate the distribution of monthly pay. The following are POE codes that may appear on a LES:

- 00001 (Accrued all central)
- 00004 (Final POE for final payment)
- 11001 (Decentralized twice a month)
- 12011 (Centralized direct deposit program twice a month)
- 12021 (Centralized check to military address biweekly)
- 12031 (Centralized check to quarters address)
- 12501 (Centralized check other than biweekly)

Section D: Direct Deposit / EFT Address - the name, address, routing number, and account number of the financial institution to which the Marine's pay is directly deposited.

Section E: Leave Information - reflects the Marine's leave information.

Block 19—LV BF (Leave brought forward) is the Marine's leave brought forward from the previous month.

Block 20—EARNED is the leave earned during the LES month.

Block 21—USED is the leave used during the LES month.

Block 22—EXCESS is leave charged without entitlement to pay and allowances in excess of the Marine's maximum accrual.

Block 23—BAL (Balance) is the number of days of accrued leave due or advanced.

Block 24—MAX ACCRUAL is the total number of days that the Marine can accrue based upon the ECC date (listed in Section A Block 11).

Block 25—LOST is leave days in excess of 60 days lost due to change in the fiscal year.

Block 26—SOLD / AS OF is the lump sum of leave sold during the career and the last date leave was sold.

Block 27—CBT LV BAL (Combat leave balance) is reserved for future use.

Section F: Aviation Pay Information - 5 blocks and is information for Marine aviators (pilots and flight crew).

Block 28—OFFICER BASE DATE is the original date of acceptance for officers having continuous active status.

Block 29—AVIATOR BASE DATE is the date an officer first reports on competent orders to the aviation unit having aircraft in which the officer will receive flight training leading directly to the award of an aeronautical designation.

Block 30—ACCUM OP FLY TIME (Accumulated Operational Flying Time) is accumulation of operational flying time shown in years and months.

Block 31—OP FLY TIME BASE DATE (Operational Flying Time Base Date) is the same as the Aviation Base Date except for those who began flight training before being commissioned.

Block 32—OP FLY GATE INFORMATION (Operational Flying Gate Information)

Section G: Tax Information - 3 blocks that provides information on tax deductions. Some states will exempt military from having to pay state income tax. The Marine should verify his/her state qualifications with his/her state of legal residence.

Block 33—STATE TAX lists the State tax code, martial status and number of exemptions, total state taxable income for the period covered, state taxable income year to date, and total amount of state income tax withheld for the year.

Block 34—FEDERAL TAX lists martial status and number of exemptions, total federal taxable income for the period covered, federal taxable income year to date, and total amount of federal income tax withheld for the year.

Block 35 - FICA (Social Security Tax) lists the social security wages this period, social security wages year to date, social security tax year to date, Medicare wages this period, Medicare wages year to date, and Medicare tax year to date.

Section H: Rights of Marines Indebted to the Government - lists the rights of Marines indebted to the government.

Section I: Additional BAH Information-7 blocks - currently only block 37 is used, which shows the zip code for BAH entitlement.

Section J: Career Sea Pay-shows the special pay that is payable to Marines in certain pay grades upon permanent or temporary assignment to sea duty. Career sea pay rates are based on the amount of sea duty accumulated by the Marine.

Block 43—DATE is the date career sea duty ended TOTAL CAREER SEA SVC is the total number of years, months and days served on sea duty.

Section K: Education Deductions-3 blocks and shows the enrollment in Montgomery GI Bill (MGIB) or Veterans Education Assistance program (VEAP) along with the amount contributed and monthly amount paid.

Block 44—TYPE is the educational program in which the Marine is enrolled.

Block 45—MONTHLY AMT is the monthly amount being deducted for the educational program.

Block 46—TOTAL is the total amount that has been deducted for the educational program. This amount includes the current month's deduction.

Section L: Administration Information-5 blocks that list administration information such as pay status and group.

Block 47—PAY STATUS is a code that identifies the status on last day covered by LES.

Block 48—PAY GROUP is a code that identifies officer or enlisted.

Block 49—CRA DATE is the clothing replacement allowance date for active duty enlisted.

Block 50—RESERVE ECC is the reserve expiration of current contract.

Block 51—DSSN is the disbursing station symbol number.

Section M: Marine Corps Reserve Drill Information-5 blocks with information on the number of drills performed in the period.

Block 52- REG

Block 53-REG FYTD

Block 54—REG ANNYTD

Block 55-ADD

Block 56—ADD FYTD

Block 57—ADD ANNYTD

Section N: Marine Corps Reserve Retirement Information-10 blocks with information on reserve retirement such as credit points.

Block 58—BF ANNYTD

Block 59—ACDU THIS PRD

Block 60-DRILL THIS PRD

Block 61—OTHER THIS PRD

Block 62—MBR THIS PRD

Block 63-END BAL ANNYTD

Block 64-TOTAL SAT YRS

Block 65—TOTAL RET PTS

Block 66—AFADBD

Block 67—DEAF (Date of original entry Armed Forces)

Section O: Remarks-itemizes the listing of entitlements, deductions, and payments. It also has explanatory remarks concerning specific LES data.

Pay and Allowances

Basic Pay - Basic pay is received by all Marines and is the main portion of a Marine's salary. It is determined by their rank and length of time in service. The other pays, often referred to as special or incentive pays, are for specific qualifications or events such as: flight pay, special duty assignment, reenlistment bonus, etc. All pays are considered part of taxable income.

Allowances are the second most important element of military pay. Allowances are monies provided for specific needs, such as food or housing, and are non-taxable. The most common allowances are Basic Allowance for Subsistence (BAS), Basic Allowance for Housing (BAH), and Family Separation Allowance (FSA). There are more than 40 different types of military pay and allowances, but most servicemembers receive only about a half-dozen of them during their careers. An overview of some of the more common allowances and pays are outlined below.

Marines are paid twice each month - **the first and fifteenth** - via a direct deposit into their bank account. All Marines must receive their pay via direct deposit. In very few instances, a Marine may receive a hard check.

Basic Allowance for Subsistence (BAS) is a cash allowance provided to all Marines to defray a portion of the cost of subsistence. Enlisted Marines required to eat in military dining facilities will see an automatic reduction of a portion of their BAS. BAS is not dependent on marital or dependency status.

Basic Allowance for Housing (BAH) is an allowance to offset the cost of housing when a Marine does not receive government-provided housing. A Marine's BAH depends upon his/her duty station location, pay grade and whether he/she has dependents. BAH rates are set by surveying the cost of rental properties in each geographic location. The rates are established such that members in each pay grade, independent of location, pay approximately the same out-of-pocket costs. Therefore, BAH rates in high-cost areas will be much greater than those in low-cost areas. Marines who reside in the BEQ/BOQ receive "BAH-Partial" – an amount that only varies by pay grade.

Clothing Allowance is provided for enlisted personnel to enable them to care for and replace their uniforms. Enlisted personnel are normally issued uniforms when they are first inducted into the Marine Corps. The clothing allowance is awarded each successive year on the month the Marine was inducted.

Family Separation Allowance (FSA) provides compensation to Marines with dependents for added expenses incurred because of a forced family separation in excess of 30 consecutive days.

Enlistment/Reenlistment Bonuses are offered to allow the Marine Corps to retain critical skills. A Marine should speak to their career retention specialist at the time of reenlistment to determine if they are qualified for a bonus.

Dislocation Allowance (DLA) is provided to servicemembers on Permanent Change of Station (PCS) Orders. However, it must be requested from the disbursing officer. DLA is intended to offset expenses that are incurred due to such moves – such as requiring first and last month's rent, utility and phone deposits, and miscellanous household items.

Cost of Living Allowance (COLA) is provided to partially offset increased costs due to living in a high cost area, either overseas or in the US. The amount varies by rank, years of service and family member status. It is intended to keep purchasing power about the same as for the average cost of living across the U.S.

Proficiency Pay is extra pay for proficiency in a designated military specialty skill, i.e. diving duty, language skills.

Special Duty Assignment Pay (SDA) is compensation for the enlisted Marine who performs duties designated by the Marine Corps to be extremely difficult or involving an unusual degree of responsibility. – e.g., drill instructor, recruiting or security guard/embassy duties.

Hostile Fire/Imminent Danger pay is payable for designated locations. Taxability of the pay is dependent on whether the location is in a combat zone or qualified hazardous duty area.

Hazardous Duty Incentive Pay is compensation for performing designated hazardous duties (i.e., demolition duty, jump, dive).

Aviation Career Incentive Pay is paid to aviators (pilots and flight crew).

Deductions

Below are lists of items that may be withheld from a "paycheck." There are some deductions that are normally present, such as taxes and others that may vary depending on a Marine's situation and elections like allotments and savings plans.

Taxes

Federal Income Taxes – Federal taxes are paid on basic pay and on other special pays. Generally, allowances (BAS and BAH) are tax-exempt. The Marine Corps will automatically withhold this tax based on the number of withholdings indicated on the W-4. For more information, log on to the IRS website at www.IRS.gov. Visit the local legal or Volunteer Information Tax Assistance (VITA) office for additional information and assistance.

State Income Tax – State income taxes are normally paid in the state where the Marine has legal residence, regardless of where they are stationed. Check with local state tax agencies for details. Keep in mind that non-military income is taxable in the state where a Marine resides, so if the Marine has a second job, taxes are due to the state where it was earned.

Social Security Tax – Only basic pay is taxable for Social Security. The service automatically withholds the appropriate amount.

Medicare Tax – Only basic pay is taxable for Medicare. The service automatically withholds the appropriate amount.

Savings Plans

Thrift Savings Plan (TSP) – The Thrift Savings Plan is a Federal Government-sponsored retirement, savings, and investment plan. TSP offers the same type of savings and tax benefits that many private companies offer their employees under so-called "401(k)" plans. The retirement income saved via the TSP account will depend on the amount contributed to the account during working years and the earnings in those contributions. For more information, visit http://www.tsp.gov.

Savings Bonds – U.S. Savings Bonds earn competitive interest rates and are safe because they are backed by the full faith and credit of the United States. The interest earned on Bonds is exempt from state or local income taxes, and Federal tax can be deferred until a Bond is cashed or reaches the end of its interest-bearing life (30 years). See the Savings Bonds website, www.savingsbonds.gov.

Other Deductions

Garnishments – Section 659 of Title 42, United States Code authorizes the garnishment (or attachment) of active duty pay to enforce obligations of alimony and child support. The Consumer Credit Protection Act (15 U.S.C. § 1673) sets limits on the amount that can be garnished or attached. The limits are based on the individuals' cumulative disposable earnings. A valid court order or similar legal process must be issued prior to the garnishment of active duty or retired pay. Contact the closest Base Legal Assistance office or seek more information on the DFAS website at: http://www.dfas.mil/garnishment.html

Allotments - Allotments are portions of pay designated to be set aside for a specific purpose such as support of family, payment for a debt, an insurance premium, purchase of savings bonds, or a deposit to savings. Deductions for an allotment are taken from the preceding month's pay and are paid to the recipient on the first day of the following month.

Servicemembers' Group Life Insurance (SGLI) – SGLI is a program of low cost group life insurance for service members on active duty. SGLI coverage is available in \$10,000 increments up to the maximum of \$400,000. Family Servicemembers' Group Life Insurance (FSGLI) is a program extended to the spouse and dependent children of members insured under the SGLI program. FSGLI provides up to a maximum of \$100,000 of insurance coverage for the spouse, not to exceed the amount of SGLI the insured member has in force and \$10,000 for dependent children. Spousal coverage is issued in increments of \$10,000. The premiums are deducted from pay each month. Should Marine decline coverage – either for themselves or their spouse/family – the Marine will need to do so in writing. For more information, visit: www.insurance.va.gov or call toll-free: 1-800-419-1473.

Armed Forces Retirement Home - Marines are required to donate a nominal amount monthly.

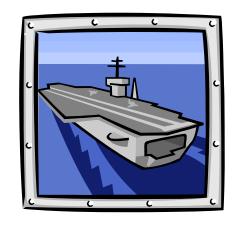
Other Indebtedness - Liquidation of government indebtedness can occur if a Marine receives any pay not rated, if a Marine receives an overpayment of allowances, any government indebtedness, delinquent charges on government credit cards, or monthly repayment for advance pay. These will appear on an LES and are deducted from your pay. This is even more reason why it is so important to check the LES monthly for problems/overpayments.

Notes from Home...





Separation & Deployment



Separation and Deployment



Discuss the inevitable separations Marine families experience and provide suggestions on how to successfully balance the additional responsibilities when your Marine is away.

- Corresponding with Your Marine's Leadership
- Deployment Emergency Contact Sheet
- Deployment Checklist
- Operational Security (OPSEC)
- Care Packages
- MotoMail
- Activities for Children
- Return, Reunion, and Re-Integration

Corresponding with Your Marine's Leadership

Prior to your Marine's deployment, it is important to review the following resources and tips that will aid you, as well as your Marine through the deployment. It is important to know your Marine's command and point of contact information prior to their separation/deployment.

The Unit Family Readiness Program - Provides support to the Marines and their spouses, children, and extended family members in the form of official communication, information and referral, and Marine and family readiness and deployment support. Each unit program is led by the Family Readiness Command Team which includes the Commanding Officer (CO), Executive Officer (XO), Sergeant Major, Chaplain, Family Readiness Officer (FRO), CO and SgtMaj spouses, Family Readiness Advisor(s), and Family Readiness Assistant(s), and Morale Support Volunteers. Each unit is equipped with a full time FRO who's primary responsibility is to communicate with the family members, answering their questions and keeping them informed about the unit's activities, whether they are deployed or not.

Privacy Release - Before the FRO can provide information to the family of a Marine (i.e. parent), the Marine **must authorize** the contact, in writing, and must designate, by name, each individual with whom contact is authorized (contact is automatically authorized to the spouse of a Marine.) This is a privacy protection required by law for the protection of the Marine. Your Marine's unit FRO has the **Parent/Extended Family Member Contact Authorization** form and completing it only takes a few minutes of your Marine's time.

Websites and Recorded Messages - Units also have informative websites and toll-free numbers where you can call and hear frequently-updated messages from the unit's leaders regarding the unit's activities and well-being.

Newsletters - Some units may create a separate newsletter to send to the parents of Marines. *NOTE: The Marine must authorize the release of the newsletter to anyone other than his or her spouse.*

Deployment Emergency Contact Sheet

	Name	Phone/cell phone	Address	Email
Your Marine/rank		Unit:	Unit: Unit/Deployed:	
Family Readiness Officer*				
Other Family Members (contact in case of emergency)				
Police				
Fire/Rescue				
Hospital				
Nearest Military Installation				
Navy-Marine Corps Relief Society				
American Red Cross				
Chaplain				
Neighbor (contact in case of emergency)				
Friend (contact in case of emergency)				

Before the Family Readiness Officer is allowed to contact parents or extended family, the Marine must authorize the contact, in writing, in advance, by name.

Deployment Checklist

Record of Emergency Data (RED) is current in Service Record Book (SRB).
Marine's family receives FRO and unit contact information.
Children or other dependents are registered in DEERS and ID cards are current and will not expire while your Marine is away.
If a child will turn 10 while Military Member is gone, make sure all paperwork for ID is ready.
Wills are current and safeguarded.
Family Care Plan is current and safeguarded; ensure location of document is known.
In <i>loco parentis</i> document is current and copies provided to designated caregivers. General or Special Power of Attorney is initiated if necessary.
Parents and extended family have the Marine's mailing address.
Parents and extended family members are aware of the unit's website. This is a secure resource for finding additional and updated information on the unit.
Instructions are clear on pending family business. Potential problems are identified and potential solutions agreed upon.
Checking/savings accounts are in order.
Comprehensive budget is prepared.
Plans are made for filing federal, state, and local taxes.
Auto inspections and base vehicle decal are up-to-date or instructions are left for updating them.
Insurance policies are up to date and safeguarded.
Keep vehicle insurance, but look into lowering premiums while they are gone.
Discuss the Navy-Marine Corps Relief Society pre-authorization form. This form establishes the maximum authorized amount of emergency financial assistance that may be made available to you per NMCRS policy. Should you have a financial emergency, contact NMCRS for an appointment.
Extra car and house keys are made and in a safe, accessible place.

Operational Security (OPSEC)

- OPSEC involves keeping potential adversaries from discovering our critical information. It protects our operations – planned, in progress, and those completed.
- Critical information deals with the specific facts about military intentions, capabilities, operations, or activities.
- Examples of critical information include, but are not limited to, flight schedules, troop/ship movements, temporary duty locations, and installation activities.

Four Primary Things to Remember about OPSEC:

- Where and how you discuss this information is just as important as with whom you discuss it. Places like internet blogs and chat rooms are not the place to reveal any unit separation/deployment information; you can never be certain who is on the other end receiving this information.
- Determined individuals can easily collect data from cordless and cellular phones and even baby monitors using readily available and inexpensive receivers.
- Personal conversations conducted in public may be easily overheard.
- If anyone, especially a foreign national, persistently seeks information, notify your spouse or FRO. They will contact the Security Manager of the unit.

Note: It is extremely important to practice good OPSEC at **ALL** times. Sensitive and critical information is handled throughout a Marine's career, not just during a deployment.

Care Packages



A Care Package is a little bit of home that says, "I Love You ... I'm Thinking About You". With just a little planning, they can be a great link over the distance. Care packages are also morale builders during the deployment. Speculation and excitement run throughout an entire shop when just one package arrives. Below are some helpful hints to ensure your care package arrives in good condition.

How to Send Care Packages:

Keep the packages small (no larger than a shoe box). Larger packages take longer to be delivered and are more cumbersome for your Marine to haul around. Smaller, more frequent packages are likely your better option. The U.S. Postal Service offers FREE boxes for Priority Mail. You can also order free boxes from the USPS online store (for use with Priority Mail shipping ONLY). The Recommended size is the #4 or #7 box.

Packaging Tips:

Use plastic bags with zip-style closures for everything. They keep out sand and rain. Resourceful Marines are re-using them for all sorts of things. The quart size is great to keep their wallets and personal photos with them, in one of their many pockets, and they stay dry. If you' are shipping a liquid (shampoo, eye drops), or items that are likely to melt or drip (Chapstick, deodorants, chocolate) be sure to pop it into a tightly sealed plastic bag first. That will help keep the rest of the items from getting gooey or ruined, just in case.

The following is a list of highly desirable items for deployed Marines:

Books

Cameras (disposable) Camper style foods

Candy

Cards

Chapstick

Dental floss

Facial tissues

Fast food Hot Sauce packets

Flashlights

Girl Scout cookies

Gum

Magazines

Moist Wipes

Music CDs

Nerf toys (small footballs, etc.)

Odor Eaters (for boots)

Pencils

Pens

Personal message

Phone cards

Playing cards

Postage

Powdered drink mix

Razors

Sardines

Sheets of stationery

Snacks (cookies, granola bars)

Tea bags

Toiletries (travel sizes)

Toothbrushes

Toothpaste

Travel games

Travel mugs

Tuna snack kits

Valentines or other cards to celebrate your special occasion

The following items are prohibited:

Illegal substances, Alcoholic beverages, Explosives - including fireworks. Offensive or obscene materials, including photos, drawings or any other material which may have the potential to offend members of the opposite sex, members of another race, background, etc.

MotoMail

MotoMail is an additional way of sending mail and corresponding with deployed Marines. This FREE system augments USPS letter mail by providing a discreet and secure way of sending a letter via the internet. This letter is then hand delivered to the Marine, usually within 24 hours.

How to use MotoMail:

 Sender logs onto <u>www.motomail.us</u> and creates a letter. Senders who do not have computer access, or have letters from children, can take their handwritten letters to a scanning location.

Note: Scanning locations for handwritten letters include: Marine Corps Base Camp Pendleton, Marine Corps Air Station Miramar, Marine Corps Air Ground Combat Center 29 Palms, Marine Corps Air Station Yuma, Marine Corps Base Camp Lejeune, Marine Corps Air Station Cherry Point, and Marine Corps Base Quantico.

- 2. The letter is sent to the MotoMail server.
- 3. The USMC Post Office serving the recipient's location downloads the letter to a special machine, which prints, folds, and seals it.
- 4. The letter is delivered through the unit mail call.
- 5. The Marine reads, and then may re-read the letter.

MotoMail is now offering two-way service communication. Marine's can now send letters home by MotoMail as well. Also, senders may also attach photos with their letters. For more information log on to www.motomail.us.

Activities for Children

Many parents and/or extended family members may need to care for their Marine's child(ren) while they are deployed. Below are ideas and activities to do with children while their parent is away.

- Have the child trace their hand or foot on colorful paper. They can use the paper to write a letter on. Send extra colored paper with the letter and ask for a return hand tracing.
- Have the child make a cassette tape, perhaps reading a favorite book.
- Draw pictures to send. Ask for "artwork" in return.
- Make bookmarks and place in their favorite children's book at their favorite pages. Send a book with a cassette tape and ask for those pages to be read on the tape for return.
- Write a story and send.
- Write a note on the back of a photo. Make a puzzle from the photo to send.
- Take a photo of each child with the parent who is deploying. Scrapbooks of photos, letters, and mementoes can be fun for children to make during this separation.
- Send letters, photos, drawings, and taped cassette messages from the children about family events, outings, ball games, class plays, etc. Ask deployed parent to respond to children also.
- Participate in command video tape recordings. These will be sent to the command for the holidays. It is a sure way of bringing joy and happiness.
- Buy or plan presents for birthdays or holidays in advance. Attach special messages. Kids especially love to get gifts through the mail (T-shirts from various ports or items to share at school).
- Keep a map showing places that will be visited. Use map pins to mark each place. This lets the children see where their parent has been and know that each pin means homecoming day is closer.
- Make a blanket or pillow out of deployed parent's clothes. Pictures can be made into pillows as well.
- Notify the child's teacher and school since they often have special programs for children with deployed parents. Occasionally surprise the parent send some of the child's schoolwork.
- Make a calendar with the kids while your Marine is gone. Write down special things they have done.
- Have the deployed parent take a letter of the alphabet each day and use that letter to describe/identify what they are seeing or doing that day. (Example Today I saw an Alligator, ate an Apple, and flew in an Airplane.)
- Make a deployment countdown chain before the parent leaves. Remove one link for each day until reunion day. (In the event of a lengthened deployment, you may have to add a couple of extra links.)

Return, Reunion, and Integration

Although Marines and families spend a great deal of time on pre-deployment preparations, returning from deployment can be just as stressful, if not more. Whether you are the mother, father, significant other or friend of a Marine, more than likely you are anxiously anticipating their return. Prior to deployment, most family members were required to make adjustments. Now it is time to consider adjustments that may be necessary upon return.

It is important to remember, not only do you have some transitions to make, as a family member you need to help your Marine smoothly transition back into their home, work, and social life.

Below are some Homecoming Considerations:

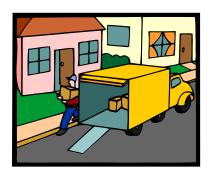
- Every deployed person and their family members will experience a feeling of anticipation as the end of the deployment approaches. This may take the form of eagerness for reunion and/or dread of a return to a problem situation.
- Due to anticipation, few get much sleep the night before homecoming. These feelings may result in the family members, as well as the Marine, being concerned and exhausted when the family is finally reunited.
- It may take a while for the Marine to get adjusted to the local time zone, home cooking, lack of continual noise, etc. Some difficulty sleeping through the night is typical.
- Remember to keep expectations <u>reasonable</u> and <u>flexible</u>! It is not unusual to experience a homecoming let down. For example, single Marines may wish to spend more time with their friends, girlfriend, boyfriend, etc. as opposed to visiting parents or immediate family members.
- The Marine may want to stay home and rest while the parents or family members may expect them to go out and socialize with other family members and/or friends of the family. Skillful compromise and reasonable give-and-take will be needed if arguments and hurt feelings are to be avoided.
- Again, keep expectations reasonable. Special welcome efforts of the family members and friends, as
 well as gifts the deployed members may bring home, may not result in the expected reaction from
 either side.
- If promises were made, through letters or phone calls, during the deployment, the person to whom the promises were made will probably remember and expect the promises to be kept.
- The Marine will have experienced great change during his or her time away. Families are encouraged to refrain from making any major changes.
- Remember that stress may increase the likelihood of substance abuse. This type of abuse may manifest itself in the form of illicit or prescription drug or alcohol use. There are alternatives to problems that may lead Marines to substance abuse. If you recognize unhealthy behaviors in your Marine, please seek assistance.

NOTE: Counseling services for Marines are available on installations for one on one counseling, victim advocacy, and group support sessions with licensed, professional counselors. Services can be reached by calling the local installation MCCS Marine and Family Services. Additionally, Military OneSource offers advice, support, and practical solutions by master's level consultants. This service is available 7 days a week, 24 hours a day by calling

1-800-342-9647 or online at www.militaryonesource.com.

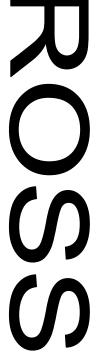
F.Y.I.

Notes from Home....





() **Z** OADS





Crossroads: Moving in the Military



Moving in the Military - Insights on the moving process; everything from the first packer's inspection to clearing quarters.

- Information Gathering-Who can help (RAP/Military OneSource/Sponsor)
- Money and Moves-Allowances and Entitlements
- Checklist for Moving
- Household Goods (HHG) Claims Information
- Words of Wisdom (WOW)



<u>Relocation Assistance Program (RAP)</u> After receiving orders, Marines should make an appointment to speak with a Relocation Assistance Program (RAP) counselor located at Marine and Family Services Center. A counselor can help Marines learn how to prepare for their move, get help in determining your moving costs, and help you learn skills to reduce the stress during the move. A great resource is http://www.militaryhomefront.dod.mil. Utilizing this website, Marines may locate any installation in which you may be relocating to. Once Marines have found their new location, a listing of helpful POCs and local resources is provided. Additionally, they may find information on planning their move and various checklists within this website. Another great resource is the MCCS Relocation Assistance

Website - http://www.usmc-mccs.org/rap. The website has a wealth of information on topics such as: a web link to Military Homefront, relocation allowances, shipping a POV, how to work with the moving company, household goods moving tip and claims questions as well as an overall FAQ portion.

The Relocation Assistance Program at your Marine's installation will offer a PCS Move Seminar that will cover all aspects of the move, including vacating quarters, to-do checklists, setting up the household goods move, and receiving relocation pay entitlements.

Overseas PCS Seminars cover topics such as passports, immunizations, unaccompanied baggage, and temporary and non-temporary storage. Passports and other necessary paperwork will be issued to the authorized dependents by the military, but it is the individual Marine's responsibility to apply for these and track their progress until they are received.

The Relocation Assistance Office at the new base will sponsor Welcome Aboard Briefs to help everyone new to the base become familiar with their new surroundings.

<u>Military OneSource</u> - Another key source for information about moving is Military OneSource. This information resource and referral program provides information on a wide variety of topics. For the upcoming move, they can research specific neighborhoods by zip code and prepare a personalized report. Report topics could include: housing market and pricing; school reports, medical services, crime report, social and community services, youth programs, and athletics to name a few. Military OneSource can also provide information and materials that address many moving related needs.

Military OneSource and Relocation

Assistance is available 24-7

- Neighborhood Reports
- o Booklets, tip sheets and materials on many moving related issues packing, money management, stress, moving with kids or pets

Call 1-800-342-9647 (in the US) 800-3429-6477 (outside the US) On the web: http://www.militaryonesource.com/

<u>Sponsorship Program</u> - Another great way for your Marine to get information about a new duty station is to request a **sponsor**. The Sponsorship Program can make a Marines' relocation easier, but the Marine must request it with a Sponsor Notification Form. The Commanding Officer at the new command will assign a sponsor whose grade and personal situation are similar to your Marine's, so that the sponsor will be able to relate to their needs and provide a personal view of life at the new location. Contact with the sponsor should be made as soon as possible and the new unit should be kept informed of any special needs or circumstances. Sponsors are especially helpful for Marines heading overseas.



Money and Moves – Allowances and Entitlements



<u>PCS Money Matters</u> - A major consideration when moving involves money and budgeting. Because relocation, travel, and tours of duty are all part of the Marine Corps life, Marines are provided allowances and entitlements which are intended to pay for the majority of relocation expenses. A Relocation Assistance Program (RAP) counselor can provide more information about these allowances and entitlements and how to properly budget for the move.

• Temporary Lodging Allowances (TLA)

Whenever servicemembers first arrive at or depart from bases outside the continental U.S. (OCONUS), including those in Alaska and Hawaii, they are eligible for a special allowance to offset the expenses for temporary housing needs.

• Temporary Lodging Expense (TLE)

Whenever a servicemember is ordered to or from a duty station in the continental U.S. (CONUS), the Service authorizes a lodging reimbursement.

• Shipping Household Goods Allowances

For every duty-related relocation, the service pays for the shipping of household goods, although there are limits. The service also provides the opportunity for a Personally Procured Move (PPM), formerly known as a "Do-It-Yourself Move" (DITY).

Mileage Allowances

Relocating servicemembers receive a monetary allowance, called MALT, when they elect to drive to a new duty station. This allowance is based on mileage.

• Dislocation Allowances (DLA)

Servicemembers receive a dislocation allowance when they relocate in connection with a permanent change of station. This allowance partially covers relocation costs not otherwise reimbursed.

Housing Allowance

The government provides servicemembers relocating to a duty station in the U.S. a Basic Allowance for Housing, called BAH. This tax-free assistance is offered to most servicemembers moving within the U.S., who cannot get into government quarters or who chooses to live off base.

• Overseas Cost-of-Living Allowance (COLA)

The government recognizes that goods and services in many OCONUS locations are higher than those in CONUS. This is why an allowance is offered to members in these locales to supplement their regular pay. COLA is also payable in Alaska and Hawaii.

• Overseas Housing Allowance (OHA)

This allowance is offered to members who not only live overseas, but who live off base as well.

• Move-In Housing Allowance (MIHA)

This allowance is available to members moving into their first quarters for an overseas assignment. It is meant to offset the costs associated with making homes safe and habitable.

Per Diem Allowance

The government also pays a "per diem" (or daily allowance) to servicemembers and their family members traveling to a new duty station. The rates vary depending on your mode of transportation, but the funds do help take the sting out of one's budget.

Military Moving Terms

• Permanent Change of Station (PCS)

Moving in the military is called PCSing. This occurs when a military member is given orders to a new duty station.

• Permanent Change of Assignment

This is when a military member stay in the same duty station but changes units. This type of reassignment does not entail moving.

• Traffic Management Office (TMO)

This is the office charged with coordinating all aspects of a military members move. This is the first place PCSing personnel should go to start the moving process after orders are received.

• Temporary Additional Duty (TAD)

This is an assignment for the Marine outside of their normal billet, job and unit. Often these assignments are at locations other than their duty station. TAD orders can be cut for purposes such as house hunting and emergency leave. Sometimes the tem "Permissive TAD" is used, and this indicated that the government will incur no cost or liability for the TAD.

• Temporary Lodging Facility (TLF)

These facilities are located on military instillations and can be used by military personnel and their families for short-term lodging. They can be used for PCSing, house-hunting, as well as vacations on a space-available basis.

For a list of Marine TLF locations, visit: www.usmc-mccs.irg/lodging/tlf.cfm

• Continental United States (CONUS & OCONUS)

Orders and PCSing are broken into two categories, CONUS and OCUNUS. CONUS includes any duty station within the 48 contiguous States. OCONUS is considered any duty station not located within the 48 contiguous States including Hawaii, Guam and duty stations in other countries like Okinawa, Japan.

• Relocation Assistance Program (RAP)

This program which is part of Marine & Family Services, provides a variety of services for relocating military members and their families.

• Personally Procured Move

Formally known as DItY (Do It Yourself) move. As the former name suggests this is any move that the service member does without the assistance of a moving company. To do this type of move and receive reimbursement there are several rules and regulations that must be adhered to. A list of these requirements are available at TMO.

CHECKLIST for MOVING

Pre-Move Checklist:

Notify newspapers, magazines, creditors, and the Post Office. The Post Office can HOLD mail, or FORWARD it to a new address.
Have a garage sale, throw away perishable or unwanted items, or give them to a charitable organization.
Tape all hardware from disassembled furniture securely to the furniture or pack in plastic bags and take them along.
Take pictures and record serial numbers of high valued items $-$ TV, VCR, computer, etc. Have high-value items, like antiques, appraised before being moved $-$ just in case an insurance claim is necessary.
Drain all fluids from any power equipment, such as lawnmowers.
Take down curtains and pictures. Have pictures and paintings packed together.
Do not pack anything – only the movers should pack the belongings. The owner will be held responsible for any damage to goods packed by the owner.
Disconnect all appliances – lamps, computer, TV, washer, dryer, etc.
Plan for children and pets to be out of the house, or out of the way, when the movers come.
Take valuables with you – dental and medical records, jewelry, passports, family pictures, important papers, etc.
Items needed for the first 48 to 72 hours should be packed in one box. These items might include blankets, flashlight, kitchen items, basic tools, canned goods, corded telephone, toilet paper, shower curtain, etc. Ask the movers to put this box on the truck LAST, so it will be unpacked FIRST. Also, mark the outside of this box, so it is quickly identified.

Packing Day Checklist

	Tell the movers any special requests and make sure they understand the desired outcome. Be courteous and friendly to the movers and they usually will be willing to work harder for you.
	Ask to have all belongings packed in one truck.
	Ensure that cased items, such as cameras, are identified on the inventory or the movers are not responsible for them. "Camera case" says nothing about what's inside. It should read "camera and case".
	Check inventory carefully. If discrepancies are evident, ensure they are corrected. If the movers refuse to change the inventory, note the disagreement on the back before signing. Another option is to call TMO, the Traffic Management Office.
Movin	ng In Checklist
	Contact TMO to schedule a delivery date upon arrival at the new duty station and have a new residence.
	Movers may arrive anytime between 7 a.m. and late afternoon.
	Installing any new carpeting before the household shipment arrives is recommended.
	If possible, have rugs/carpets unloaded first. (This means the movers load them last.) This will prevent the necessity of moving heavy furniture later.
	Damaged items should be noted on the inventory. However, damaged items discovered after movers leave can still be claimed within an allotted time. This other information is included in the paperwork from TMO.
	Check off inventory as it is unloaded.
	You may request movers reassemble any items that they disassembled. This will save much time and effort.
	The moving company is <u>not</u> required to come back at a later time to remove empty boxes, packing papers, etc.
	Keep packed boxes separated from unpacked boxes to avoid losing treasured items.



Carrier Pickup of HHG

When the carrier arrives and begins packing the HHG, be prepared to check the helpful items noted in this article. The inventory list is the document used to list the HHG. It is filled out by the carrier driver listing the boxes and other stuff. The inventory list identifying the HHG and the condition of each item at the time of pickup must be signed by the driver and the owner.

Read Inventory List before signing it.

- As boxes are being packed, insure valuable items being packed are listed on the inventory
- Insure all items not in boxes are listed on the inventory
- If "crystal" is contained in a box, ensure it says "crystal" and not "Kitchen Items"
- Insure description and condition of items are complete and accurate, i.e., 46" Color TV, model, year manufactured, serial number, condition.
- Closely look at symbols for preexisting damage (PED) explained in the top-right corner of the inventory list, i.e., "BR 2-4-5-3 indicates that the item is "broken, bottom front left corner"
- PED is entered on the inventory for preexisting damage from HHG by the packer. If the inventory is inaccurate, the carrier representative must be notified. Notate such discrepancies on the inventory list by the proper line number identifying the item in question in the space marked exceptions.

Carrier Delivery of HHG.

When the carrier delivers the HHG, the driver will provide a copy of the inventory list to check off the line items as they are unloading the truck. When damage is noticed from the line items, e.g., crushed box or broken dresser leg, circle the line item on the inventory list.

DD Form 1840, Joint Statement of Loss or Damage at Delivery (pink colored form).

List all line items damaged and/or lost on the DD Form 1840. If more space is needed, check the continuation box and list additional line items on a separate piece of paper.

- The inventory line item, i.e., 147
- Name of line item, e.g., Sofa
- Description of loss or damage, e.g., Sofa missing or Sofa right leg broken, tear right arm

The owner should not allow the carrier representative to convince them that they may list any damage or loss later. Enter all loss and/or damages found at time of delivery. Then sign the form acknowledging the fact that the owner has 70 days to list any further loss and/or damages on the back of this form and to give it to the nearest military claims office.

DD Form 1840R, Notice of Loss or Damage (reverse side of pink form).

The owner has up to 70 days to inspect the HHG and note all loss or damage on the form. The completed form must be delivered to the **local claims office** or sent to **HQMC (MRM) Claims, 3280 Russell Road, Quantico, VA 22134-5103** to arrive within the 70 day period if not near a military base. Failure to deliver the form to a claims office within 70 days may result in being paid a smaller amount on the claim. It may also be sent via fax to (703) 784-9827 or DSN 278-9827.

DD Form 1842, Claim for Loss of or Damage to Personal Property Incident to Service.

The DD Form 1842 with supporting documentation of the claim must be submitted within two years of the date of the HHG delivery date/incident. This two-year limitation may not be waived. If the two-year statute is exceeded, the claim will be denied. It is in the owner's best interest to file the claim as soon as possible.

DD Form 1844, List of Property and Claims Analysis Chart.

This form is very important and requires detailed information to process a claim. When information is missing it will delay the claim process. The following information is needed for each line item listed:

- Line No., start with 1 for the first line item
- Qty, list how many
- Lost or Damaged Items, describe the item fully
- Inv No., list the line number from the inventory list
- Original Cost, the amount paid for the item
- MM/YY Purchased, enter the month and year, if missing it will effect the amount paid
- Amount Claimed
- Repair Cost, must show the repair cost from a repair company, or
- Replacement Cost, must be able to show that the item cannot be repaired by a repair company.

W.O.W. LIST WORDS OF WISDOM

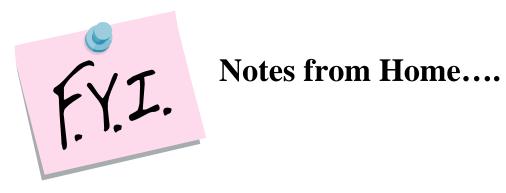
The following is a listing of some helpful tips for Marines and their families to consider when preparing for a move:

- Buy furniture that isn't too difficult to fit into different types of houses.
- Once the new address is known, contact the phone and cable company to setup an installation near the day of move in.
- Pack the remote control (without the batteries) either in the "First Day Box" (sometimes called the "Last Load Box") or in a suitcase. Don't let the packers pack it it never gets packed in the same box as the TV and it can be quite frustrating when it can't be located.
- Keep a phone in the personal luggage. Often phone service is started before the shipment arrives. It is wonderful to have a phone to hook-up right away.
- NEVER let packers pack jewelry or other valuables. Set them in a safe place and carry them with in the personal luggage. Locking valuables in the trunk of a car may be a safe place during packing.
- If there are small items, such as in a drawer, pack them in a zip—lock bag and put them in a box labeled, "Items from kitchen drawer, bathroom drawer, etc." This will be a great help in reorganizing on the other end.
- Request a crate for an expensive work of art or mirror or piano. Let TMO know when setting up the move and again when the packing company comes for the pre-packing inspection.
- Secure sheets over nicely upholstered pieces of furniture to help protect them in the move. During the initial meeting with TMO, let them know what pieces of furniture should be covered with stretch wrap by the movers.
- Remember to have children's birth certificates and shot records in the personal baggage and not the shipment. These documents are necessary to enroll children in school as soon as possible.
- If a vacation is planned in areas where there is a Marine Corps, Army, Air Force or Navy Temporary Lodging Facility (TLF)/Lodge, Marines are eligible to stay providing there is space available.
- At most TLFs, Military Members with PCS orders do have priority for reservations. Most TLFs will accept reservations 120 days out and in many cases even further out than that. Try to plan very early for TLF stays.
- The Navy Lodge (TLF) has an 800 number for reservations for all of their lodges across the United States. The number for central reservations is 1-800-NAVY INN. Currently, the Marine

Corps does not have such a reservation network so call each TLF for reservations. The TLF located on base should have the phone numbers for the other Marine Corps TLF hotels. Please keep in mind some TLFs are new and very nice – while older TLFs have "a lot of character."

Armed Forces Recreation Centers (AFRC) resorts are affordable Joint Service facilities operated by the U.S. Army Community and Family Support Center and located at ideal vacation destinations. AFRCs offer a full range of resort hotel opportunities for service members, their families, and other members of the Total Defense Force. AFRC room rates are affordable and based on rank, pay grade, duty status, room size, and/or room location. Reservations are required well in advance. See L.I.N.K.S. for Parents, "The Maze" for more information!

When traveling with pets, be sure their health records are up to date and in direct possession. Research the new duty station and the cost of taking pets there. Consider the age of the pet and how they may adapt to their new environment. There are often strict quarantine laws for bringing animals into another country. If crossing borders during travel (into Canada or Mexico) check the regulations. When traveling overseas or to Hawaii be sure to research their quarantine regulations and cost.



Career

Committiment

STAY

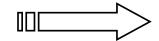
MARINE?

Promotion

Re-enfistment Bonus

Staying Marine



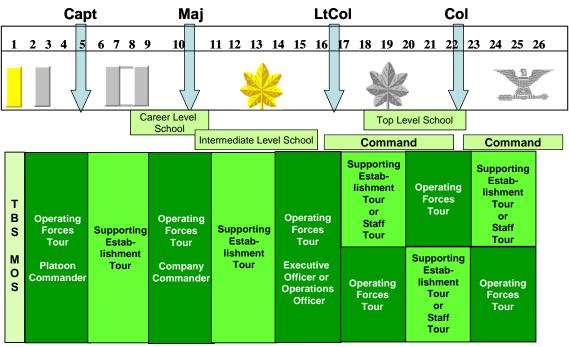




There are many reasons why "Staying Marine" makes sense financially, emotionally and professionally. This section offers some of the more notable reasons to stay and provides a sample career progression for officers and enlisted alike.

- Example Career Progression Officer
- Example Career Progression Enlisted
- MOS Roadmaps Paths toward Promotion
- Military Occupational Specialties (MOS)
- "Stay Marine" Overview
- Stay Marine 11 Benefits
- Benefits at a Glance

Example Career Progression (GRND)



This is only an example of some of the possible assignments where a successful officer might serve.

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1	2	3	4	5	6 7	8	9	10	11	12	13	14	15	16	17	18	19	2	0 2	1 22	
E-2	E-3	E-4	E-5			E-6					E-7				E-8					E-9	
P M E		s; Cpl ; SNCO demy		SNCO Career Distance Education Program; SNCO Academy			W	SNCO Advance Distance Education Program; Warfighting Skills; Resident SNCO Academy Advance Course					F	Master Sergeant Regional Seminar			Master Gunnery Sergeant Regional Seminar				
T R A I N I N G	Recruit Training Infantry Rifleman Course Gray Belt		Infantry Squad Leader Course Green Belt		Infantry Unit Leader Course LAV Leaders Course Brown Belt				Ν	No required training at this rank					Infantry Operations Chief Course				Infantry Operations Chief Course		
BILLETS	Operating Forces - Infantry or LAR Company Rifleman		Infanti or LAI Compa Fire Team Leade Cpl Platoo Squa Leade	Ř n r - n/ d r -	Op	antry/Weapons/LAR Ops Chief/Platoon Sergeant/Section Leader				Infantry/Weapons/LAR Rifle Company Gunnery Sergeant/Platoon Sergeant/LAR Bn Master Gunner					Infantry Weapons Company Operations Chief				Infantry Battalion Operations Chief		
	MSG Duty as		MSG; I Comba	at		Recruiting; MSG; DI; Combat training			Recruiting; MSG; DI; Combat												

training Instructor

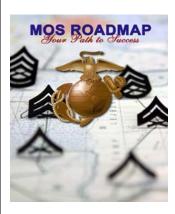
a LCpl

Training

Instructor

Instructor

The MOS Roadmap - a path towards promotion



What is an MOS Roadmap?

MOS Roadmaps are just what the name implies... a roadmap through the Marine Corps Training and Education Continuum from Private to Master Gunnery Sergeant - a roadmap to success in the Marine Corps.

MOS Roadmaps

Successful leadership is the key to combat readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development. Marines achieve superiority in all three, through a combination of MOS skill training, professional military education, and pursuit of off-duty, voluntary education. It is not always clear, however, when, where and how to optimize each. To assist Marines, the Marine Corps' Training and Education Centers of Excellence and other agencies have developed MOS Roadmaps.

Do Marines have to follow the Roadmap?

Yes and no. The MOS Roadmap includes the three areas encompassed by the Continuum: MOS and other skill training, Professional Military Education, and Voluntary Education.

Some training and education is mandatory (Recruit Training, MCT, MOS School, etc....). Some may be directed by your chain of command (Operator or Safety courses), and the remainder is voluntary (Marine Corps Institute, MarineNet, college courses, etc.). Marines are advised to seek out mentors, including their Officer in Charge, Staff Noncommissioned Officer in Charge, and unit Career Planner, and to make use of the Base Education office's vast resources. All are uniquely qualified to help out along the way. Remember, MOS Roadmaps are a guide, but as always, there are several ways for a Marine to get where they want to go.

Military Occupational Specialties (MOS) - All jobs are separated into "occupational fields".

The fields are numbered from 01 to 99 and include general categories (Infantry, Logistics, Public Affairs, Ordnance, etc.) that specific jobs fall under.

- 01 Personnel and Administration
- 02 Intelligence
- 03 Infantry
- **04 Logistics**
- 05 Marine Air/Ground Task Force Plans
- **06 Command and Control Systems**
- **08 Field Artillery**
- 11 Utilities
- 13 Engineer
- 18 Tank & Amphibious Assault Vehicle
- 21 Ordnance
- 23 Ammunition & Explosive Ordnance Disposal
- 25 Communications
- 26 Signals Intelligence
- **28 Ground Electronics Maintenance**
- 30 Supply Administration & Operations
- 31 Traffic Management
- **33 Food Service**
- **34 Financial Management**
- 35 Motor Transport
- **40 Data Systems**
- **41 Marine Corps Exchange**
- **43 Public Affairs**
- **44 Legal Services**
- **46 Visual Information**
- 55 Music
- 57 Nuclear, Biological and Chemical
- **58 Military Police and Corrections**
- **59 Electronics Maintenance**
- **60 Aircraft Maintenance**
- **61 Aircraft Maintenance**
- **62** Aircraft Maintenance
- **63** Avionics
- **64 Avionics**
- **65 Aviation Ordnance**
- **66 Aviation Logistics**
- 68 Meteorology/Oceanography Services
- 70 Airfield Services
- 72 Air Command and Control
- 73 Enlisted Flight Crew
- 73 Navigation Officer
- 75 Pilot/Naval Flight Officer
- 84-85 Categories "B"
- 98-99 Identification and Reporting

All Ranks: VOLUNTARY EDUCATION

RECOMMENDED MOS-RELATED ASSOCIATES DEGREE. Associates Degrees generally require approximately 60 semester hours of credit. Most colleges will allow a student to transfer about 30 semester hours from military training (formal schools, military experience, MCIs, etc.). However, the student will also be required to take a minimum of 30 semester hours in the "Arts and Sciences" (e.g., English Composition, College Math, Speech, Technical Writing, Psychology, and History). There are several programs of study that are closely related to the field of logistics. Two of which are "Global Logistics Technology" and "Distribution, Logistics, and Materials Management". Consult the Base Education Office for a listing of local and distance learning colleges that provide these degree programs.

RECOMMENDED MOS-RELATED BACCALAURATE DEGREE or Bachelor's Degrees, require approximately 120 semester hour credits depending on the college. Many Marines can complete this type of degree (part-time) in less than eight years.

RECOMMENDED TYPES OF MOS-RELATED COLLEGE LEVEL COURSES

Introduction to Logistics
Traffic Management
Purchasing Logistics
Supply Chain Management
Advanced Global Logistics

RECOMMENDED NON-MOS AND AREA-STUDIES/PROFESSIONAL DEVELOPMENT COLLEGE-LEVEL COURSES

Expository Writing U.S. Military History

Argument-based Research Microsoft Applications Course

Literature-based Research

Professional Research and Reporting

American Literature 1

Literature of the Theater (or other Drama Course)

Western Civilization 1

General Psychology

General Biology

College Algebra

Interpersonal Speaking (or other Speech/Comm Course) Calculus

Humanities General Chemistry
General Anthropology American Government

GENERAL INFORMATION ON VOLUNTARY EDUCATION

MARINE CORPS CAREER COLLEGE PROGRAM. Today's Marines are taking advantage in ever increasing numbers of academic degree programs offered by Serviceman's Opportunity College – Marine (SOCMAR) member schools. The Marine Corps Career College Program (MCCCP) expands the range of educational opportunities available for Marines who would like to apply their military training and workplace skills and experience toward completion of an occupational specialty-related college degree. The goal is to encourage Marines to attain the same level of career development and professional recognition as their counterparts in their sister services and civilian society.

<u>How MCCCP Works</u>. The goal of the program is to support the Marine's career and personal development by providing comprehensive degree plans and roadmaps which maximize the credit which member schools will award for Marine Corps training and experience.

• Each of the selected Marine Occupational Fields has been matched with existing SOCMAR Degree Networks, member institutions and degree/certificate program curriculums. Participating

SOCMAR Career Network schools are committed to awarding college credit based on American Council on Education recommendations for military service school courses, Marine workplace experience, the Marine Corps Institute, credit by examination programs, and professional/occupational certification examination programs, where applicable to degree requirements.

- Marine Corps Career Degrees incorporate the Guaranteed Transferability provisions of the SOC/SOCMAR system.
- The MCCCP Program will be briefed to Marines at all MOS-awarding formal schools and MOS
 advanced courses. MCCCP MOS-related curriculum offerings SOCMAR Career College
 Degree Roadmaps are summarized on the SOC website, and displayed on the MCCCP member
 websites.
- To qualify for college-level credit for Marine training and experience, the Marine must enroll in a SOCMAR Career College Network program offered on base or via distance learning. Upon successful completion of no more than two courses, the school will conduct an official evaluation of his/her service school training, other college courses, and issue a SOCMAR Student Agreement/MCCCP Degree Plan. This SOCMAR Contract-for-Degree provides the student's degree/certificate roadmap and establishes the school as his/her "home college" which will apply all subsequent coursework, even if completed at other colleges, toward the MCCCP degree/certificate.
- Currently nine Occupational Fields (60 MOS Roadmaps) are included in MCCCP. For more information, visit http://www.soc.aascu.org/socmar/MCCCP.html. Additional Occupational Field-related Degree Roadmaps are under development and will be added soon.

SNCO DEGREE COMPLETION PROGRAM. Marines in the rank of Staff Sergeant through Master Sergeant who have completed some college work may be eligible for assignment to a full-time college program through the SNCO Degree Completion Program. Marines below the rank of Staff Sergeant interested in eventually participating in this program should consult MCO 1560.21D for eligibility criteria and structure their college course plan appropriately.

TUITION ASSISTANCE currently pays for 100% of college course tuition. Students must pay for books and study guides. Marines must sign a **SOCMAR** agreement upon completion of 12 semester hours if they wish to continue to use tuition assistance. Information about SOCMAR can be found in the handbook at the following web address: http://www.soc.aascu.org/socmar/HandbookM.html. This handbook also provides detailed information about individual college degree requirements.

SAILOR MARINE AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT (**SMART**) are official military transcripts which are used by colleges to validate actual credited training. Every Marine has a transcript already and access to it is free. More information is available online at: http://www.usmc-mccs.org/education/smart.cfm

COLLEGE CREDIT INFORMATION. The American Council on Education (ACE) has reviewed every course listed in the MOS Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur. Updates can be found at http://www.militaryguides.acenet.edu.

VOCATIONAL CERTIFICATES are available from most community colleges. Most military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

TESTING can replace the requirement to attend most of the college courses listed in the MOS Roadmap. Base Education Centers offer College Level Education Programs (CLEP) and Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardized Tests (DSSTs) exams for active duty military at no cost. They also have a comprehensive list of "credit-by-exam" tests that they offer.

Additionally, many of the tests have study guides that are available at the base education center or through the base library system.

NATIONAL CERTIFICATION TESTING. In addition to MCIs and formal MOS schools, certain MOSs prepare Marines to pass national certification testing. Examples include: National Institute of Metallurgical Society (NIMS) for machinists, Students Excelling through National Standards of Excellence (SENSE) for welders, Automotive Service Excellence (ASE) for mechanics and technicians, etc.

UNIFORMED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP) is available to most active duty MOSs and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify Marines as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if a Marine decides to leave the service prior to completion.

ASE EXAMS are also available at education centers. DANTES will pay for active duty military to take three exams semiannually. The tests are offered in the spring and fall of every year and do require, at present, a \$31.00 non-refundable registration fee. ASE exams require documentation of two years experience working in the automotive industry. (LAV, Tank, AAV, engineer, and MT mechanics usually fall in this category, and USMAP can help to document this experience).

ENLISTED TO OFFICER PROGRAMS information can be found at

https://web.mcrc.usmc.mil/G3/Officer/welcome.htm. Enlisted to Officer Programs to consider include:

Enlisted Commissioning Program (ECP)	MCO 1040.43
Reserve Enlisted Commissioning Program (RECP)	MCO 1040R.10
Meritorious Commissioning Program (MCP)	MCO 1040.43
Marine Enlisted Commissioning Education Program (MECEP)	MCO 1560.15
NROTC (Marine option)	MCO 1306.17
Warrant Officer	MCO 1040.42

Other Military Education Programs

Veterans Educational Assistance Act of 1984 (Montgomery G. I. Bill). The Montgomery GI Bill (Active Duty) is an educational assistance program enacted by Congress to attract high quality men and women into the Armed Forces. The MGIB program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training, and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following release from active duty. Service members may be eligible for the benefits under one of four categories.

Military Academic Skills Program (MASP). The purpose of the MASP is to improve the competence of active duty Marine enlisted personnel and to improve their promotion potential that, in turn, tends to strengthen the enlisted personnel base of the Marine Corps. It is an on-duty education program that provides academic skills education development in reading, mathematics and/or communications/writing. A Marine that successfully completes MASP will return to his MOS better prepared and more confident to perform the Marine Corps mission. Additionally, Marines will be better prepared to retake the Armed Forces Classification Test (AFCT) and to begin exploring higher education alternatives.

Broadened Opportunity for Officer Selection and Training (BOOST) Program. The BOOST program is a Navy-run ten-month educational program designed to make Marines more competitive for other programs such as Naval Reserve Officer Training Corps (NROTC) Scholarships, the United States Naval Academy, and Marine Enlisted Commissioning Education Program (MECEP).



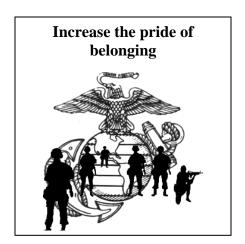


Further your qualities of Courage, Poise & Self-Confidence



Pursue Professional
Development



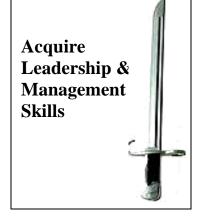


Maintain Self-Reliance, Self-Direction, Self-Discipline



The Marine Corps

~ A great place to stay ~





Utilize the Educational Opportunities







Enhance Financial Security, Advancement & Benefits

Enjoy worldwide Travel and Adventure





Maintain a high level of Physical Fitness

The benefits of staying in the Marine Corps are many. Some benefits are intrinsic to the growth and development of the Marine while others are more tangible and can benefit the spouse as well. Listed below are some of the tangible and intangible benefits.

- o Challenge: The challenge of becoming a Marine has already been accomplished; Marines will now have to focus on the challenges of leadership. There are increased responsibilities that come with promotions to Noncommissioned and Staff Noncommissioned Officer. In their second and subsequent tours, Marines will be challenged not only by their ability to keep themselves motivated, but also by keeping Marines within their command motivated. They are now considered leaders: They will continue to solve difficult problems using imagination and initiative, train Marines to adapt quickly to changing situations, and increase their ability to think quickly and act decisively to situations that may impact a greater number of Marines. They must have the ability to employ their units in accordance with its capabilities. This means that their units must be prepared for any eventuality. Setting the example, they will be expected to work on continuous self-improvement through additional / advanced MOS training, resident PME courses, Marine Corps Institute courses, Special Duty Assignments, enlisted to officer programs, and/or off duty education.
- Courage, Poise and Self-Confidence: In their subsequent tours, Marines will be expected to seek responsibility and take responsibility for their actions. They will be expected to make decisions that may impact a greater number of Marines. Their skills and experience will be needed to train Marines to master their fears, to develop their skills and to use common sense under pressure. Leaders of Marines must not only recognize their potential to succeed, but also recognize it in others. Confidence in their abilities to lead will increase as their Marines succeed. Their commanders will recognize that they can get the job done right under any circumstances. Their decision to continue as a leader of Marines will mean that they will not have to reclaim a leadership role in the civilian sector.
- O Professional Development: The Marine Corps has trained all Marines in a Military Occupational Specialty. They are technically and tactically proficient. The training and wisdom gained from a Marine's years of experience are necessary for sustaining of our Corps. Marines are needed to continue the development of their abilities to direct and supervise others. Their education and training will continue through advanced MOS schools, continued hands-on experience, and career/leadership and management courses. Voluntary participation in college-level courses, special duty assignments, and resident professional military education courses further enhance a Marine's professional abilities. In the Marine Corps, responsibility awaits Marines the moment they earn the eagle, globe, and anchor. In a corporate environment, it would take years before anyone is given that type of opportunity.
- o **Pride of Belonging**: Currently, Marines share camaraderie within an organization that is unmatched by any organization in the civilian sector. Noncommissioned and Staff Noncommissioned Officers are expected to develop teamwork and esprit-de-corps within their units. As their unit progresses in training, they will know that they played an integral role in their development as a team. Marine leaders gain satisfaction in the fact that their hard work and higher standards will be rewarded and recognized. Unlike the civilian sector, their loyalty to the unit will be reciprocated.
- o Leadership and Management Skills: A Marine's leadership experiences began early, with recruit training, Marine Combat Training, and their formal MOS schools. The Marine Corps will continue to hone a Marine's leadership skills through resident PME courses and advanced / additional MOS schools, as well as with on-the-job experience. With the Marine Corps' promotion system based on abilities and performance, their skills will be rewarded through increased responsibilities and pay. This performance-based system is unmatched in corporate America. Increased individual leadership in the Marine Corps is going to require Marines to inspire and motivate others, make the right

decisions, seek and accept responsibility, take initiative, manage time, material and resources, and train other Marines. This aspect of leadership in the civilian sector is not expected from personnel with four years of experience. In the Corps, it is not only expected, it is required.

o Self-Reliance, Self-Direction, and Self-Discipline: All Marines knew when they enlisted that they wanted to be successful in the Marine Corps. However, they were not sure how they would get there. They took the first step to success by graduating recruit training then continued their climb when they attended Marine Combat Training and MOS schools. Within their next tour Marines will be expected to be an expert in their MOS and provide the guidance and leadership to their junior Marines. Marines have had to count on themselves and their abilities to get things done. Marines are known worldwide as self-starters that believe in themselves, and think on their feet. As young Marines, they have set their goals and worked arduously to achieve them. Now, as leaders of Marines, they are going to have to hone those traits in others.

Other more tangible benefits

- o Technical Skills: Marines receive state-of-the-art-training in many technical fields. Additionally, they have received unmatched world experience. Their skills improve with every year of service and remain comparable to those in the civilian sector. If they were dissatisfied with their current job or skill in the civilian world, they would have to seek another employer or additional training; training that they would usually have to pay for. The Marine Corps' Lateral Movement Program allows Marines to retrain in a skill that they select at no cost to the Marine.
- Education Opportunities: The Marine Corps offers a vast array of programs that are designed to increase a Marine's level of education. Through the Tuition Assistance Program, Marine Corps Institute courses, Sailor/Marine/ACE Registry Transcript (SMART) Program, Service members Opportunity Colleges, Degree Completion Programs, and Officer Commissioning Programs, Marines are provided opportunities to further their college education, and in some cases, that of their family members.
- o Financial Security, Advancement and Benefits: The Marine Corps has been providing guaranteed work with steady income for over 225 years - not like some of the corporations these days who are being bought out, folding, or laying off their workers seemingly every day; security is difficult to come by. The Marine Corps offers that. Marines receive annual pay raises (.5% above private sector), additional pay for housing, cost of living allowances (COLA), and uniform allowances. There are also possibilities that they may receive reenlistment bonuses, special duty pay, and retirement pay after 20 years of service. Corporate America cannot afford to guarantee the same financial security as the Marine Corps. Regular promotions, based on job performance, additionally guarantee that Marines will receive additional pay and responsibilities. Up front, military pay may appear less than what the civilian sector offers. However, with the additional allowances and benefits that Marines receive, their take home pay is significantly larger. Marines are given 30 days paid vacation each year. Few civilian companies offer that much vacation to a new worker. It takes years to accumulate that much vacation time. Other benefits not available in the civilian community include: Marine Corps Exchange (tax free shopping) and commissary privileges (30% savings on groceries), Marine Corps Community Services (free or low cost retail and support services and programs), and discounted tickets to recreation and sporting events. Additionally, Marines and their families can have peace of mind knowing that they receive complete, low cost medical and dental coverage as well as life insurance. The money being offered to Marines by Corporate America may seem greater, but when you factor in the benefits lost by exiting the Marine Corps and the cost of benefits as a civilian, the Marine Corps paycheck is very comparable. Following this listing of benefits is a compensation pie chart reviewing the average \$99,000 annual compensation that military personnel receive.

- o Travel and Adventure: Embassy duty and overseas assignments allow Marines and their families the opportunity to visit and work in foreign countries. Space available travel, for Marines and their families, provides a low cost opportunity to visit relatives and friends in the U.S. and abroad. Few other employers provide the same opportunity to experience a variety of exotic cultures and lifestyles. With an additional tour, Marines will continue to do things about which most people only dream. Military bases around the world offer low cost lodging for family vacations (Key West, Alaska, etc.).
- o Physical Fitness: As Marines, maintaining an optimum level of fitness through tough and challenging physical training, swim qualification, martial arts training, and anaerobic and aerobic conditioning programs ensure a longer, healthier lifestyle. Leaders of Marines are not only expected to maintain their fitness, but also the peak fitness levels of the Marines in their charge. Progressive physical training regimes such a resident Professional Military Education courses, special duty assignments, and advanced formal schools will keep a Marine physically challenged throughout their career. Their own personal fitness goals can be maintained by the use of state of the art fitness centers with free weights and Nautilus equipment, basketball courts, racquetball courts, tennis courts, athletic fields, swimming pools, unit/intramural sports, and inter-base and inter-service competitions. These programs are provided at no cost to Marines or their families. A civilian employer does not generally provide a membership to a health club and privately could easily cost up to \$100 per person, per month.

Your USMC benefits - at a glance

Pay and Benefits

Allowances – Housing (provided to cover cost of base housing, private home purchase or rental), Clothing, Family Separation, Cost of living

Annual pay increases

Special Pays (Foreign Duty, Career/Career Sea, Hostile Fire, Hazardous Duty, Foreign Language Proficiency)

Special duty Assignments

Drill Instructor

Recruiter

Marine Security Guard

Marine Corps Security Forces

Career Planner

Incentive Duties (Hazardous Duty Incentive Pay/Flying Duty, Submarine Duty Pay, Parachute Duty, Flight Deck Duty, Demolition Duty, Experimental Stress Duty)

Time off - 10 four-day weekends and 30 days paid vacation a year

Re-enlistment Bonus

New duty station

Lateral move

Bonus Jump school

High Risk Personnel Course (HRPC)

Time Off (e.g., 72-96 hour special liberty)

Health Care Coverage

Health

Dental

Pharmacy

Relocation

Paid moves

Extra entitlements – TLA/TLE/Dislocation/Mileage

Counselors to educate and help with the move

Educational opportunities

Tuition assistance

MGIB

SOCMAR colleges

Certification/apprenticeship

SNCO Degree Completion program

College credit for many courses that Marines attend (Sgt (NCO) course, Career course, Advance course)

Enlisted to Officer programs

WO – Warrant Officer

MCP - Meritorious Commissioning Program

ECP – Enlisted Commissioning Program

MECEP - Marine Enlisted Commissioning Education Program

NROTC – Naval Reserve Officer Training Corps

U.S. Naval Academy

Officer Education Programs

Special Education Program Law Education Program Advance Degree Program Foreign Area Officer Program

Leisure/Recreation

Free fitness center usage

Low-cost/free recreational opportunities – Marina, pool, bowling alley, golf, movie theater, Information, Tickets and Tours (ITT)

Tax free shopping

PX

www.aafes.com

Commissary savings

Up to 30% for groceries

Children, Youth and Teen Programs

Childcare, school information, youth sports, youth centers, teen centers

Retirement - There are three plans to consider:

- 1) Final Pay
- 2) High-3
- 3) CSB/REDUX

Retirement benefits vary by situation. For more information regarding each of the three retirement plans, contact the Career Planner on your local installation.

Notes from Home....



Additional Websites

Marine Corps Community Services (Camp Pendleton)
www.mccscp.com

TriCare www.tricare.osd.mil

United Concordia www.ucci.com

Military Pay

<u>www.dfas.mil</u>

<u>www.tsp.gov</u>

mypay.dfas.mil

<u>www.militarymoney.com</u>

Navy Marine Corps Relief Society www.nmcr.org

WIC (Women, Infant, Children) www.fns.usda.gov/wic

Information

www.usmc.mil

www.usmc-mccs.org

www.pendleton.usmc.mil/mcb/index.asp

www.militaryonesource.com

www.militaryhomefront.dod.mil

www.military.com

www.uso.org

www.uso.org

www.milspouse.org

www.nmfa.org

www.militarychild.org